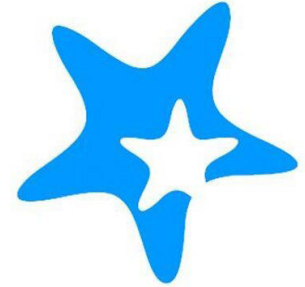# Outlook Integration into Starfish

Welcome to Starfish Student Success at Drake University. This guide will help you set up online scheduling for students that integrates your outlook calendar and will only show students your available times.

1 Go to the vertical menu and select appointment preferences - this is where you will enter your office location and any limits you want to place on appointments using the scheduling deadlines section (no appointments made same day, etc.) and minimum and maximum length of appointment.

2 Go back to the vertical menu and select email notifications

3 Scroll to the middle of the screen, and make the selections indicated in this screenshot: select the box next to "change to my appointments"; make sure that the box is NOT checked next to "change to my office hours/ group sessions"; check the box "read busy times from my external Exchange calendar"

4 Share your calendar with starfish-o365@drake.edu. The directions to do that are in the "click here" link, also captured in the screenshot below. **Make sure you hit the blue submit button before exiting this screen to save your changes.**

Some people get concerned at this stage because your full calendar details will appear in your view on Starfish, but rest assured they are not visible to students.

5 Set up office hours. If you want to set up office hours like 9-11, 1-3 – you just need to enter two sets of office hours.