**How to Sync MySuccess with Outlook**



Sharing Calendar with Starfish

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1. Go to ‘Share Calendar’ in Outlook
2. Share,  **full details** with star.fish@slcc.edu

**Creating Calendar Permissions**

1. Once shared, go to ‘Calendar Permissions’
2. Find Starfish in the list
3. Permission Level: Editor
4. Read: Full Detail
5. Write: Create Items and Edit All
6. Delete Items: All
7. Other: Folder Visible
8. ‘Apply’

**Syncing Calendar with Starfish**

1. In MySuccess, click on three bars in the top left corner
2. Click on down arrow next to your name
3. Click on Email Notifications
4. Click box next to “Read busy times from my external Exchange Calendar”
5. Click Submit