Syncing Your Starfish and Google Calendars
How to Login to Starfish

• [Starfish Login Page](http://uri.edu/starfish) <<<< Click here
• Use your single sign-on credentials (URI email and Microsoft 365 password).
• Detailed instructions for setting this up can be found here: [https://web.uri.edu/its/office-365](https://web.uri.edu/its/office-365).
• You can find other resources and the link to the login page at [http://uri.edu/starfish](http://uri.edu/starfish)
Contents

1. Syncing from Google to Starfish (slides 4-12)
   - this feature allows you to import to Starfish events listed on your google calendar, blocking appointment availability during those times

2. Syncing from Starfish to Google (slides 13-15)
   - this feature allows you to import to Google calendar meetings and appointment blocks listed on your Starfish calendar
Important Note Before Beginning

Once your Google calendar and Starfish calendar are linked, your Starfish calendar will begin reading “busy times” from Google. Starfish will not allow you to add something to your calendar if it conflicts with a “busy time.”

For ease, we recommend inputting your office hours in Starfish for the semester first, then link your Google calendar.
Navigating Your Settings

To begin, click the three bar stack in the top left of your Starfish homepage.

From there, click the white arrow to the right of your name and from the drop down menu click, “Email Notifications.”
Syncing from Google to Starfish

On that page, scroll down to find the check box telling Starfish to “Read busy times from my external Google Calendar”.

For this to work, you need to click the check box, and then copy and paste your google calendar secret ical link into the box.
Getting Your Secret Link

Open your Google Calendar in a new tab. In your Google Calendar, click on the menu to the right of the calendar you want to share.
Getting Your Secret Link

From that menu, select Settings and Sharing.
Getting Your Secret Link

Scroll down to the **Integrate Calendar** section and locate the **Secret address in iCal format**. If the field does not display a URL, click **RESET** to generate one. Copy this link, and head back to Starfish.
Wrapping Up

Paste the secret iCal link into the box, then click submit!

**Important:** In order for this setting to take effect, you must share your private calendar link with Starfish. **Click here** for further instructions.
The Results

- Item brought in from Google Calendar
- Block of office hours created in Starfish
Important Notes

For best results, *remove and re-enter your secret iCal address in between semesters.*

This helps prevent an issue that comes up periodically where Starfish and Google unsync.
Navigating Your Settings

To begin, click the three bar stack in the top left of your Starfish homepage.

From there, click the white arrow to the right of your name and from the drop down menu click, “Email Notifications.”
Syncing *from* Starfish *to* Google

If you would like appointments and/or office hours in Starfish to sync to your Google calendar, check the appropriate boxes in your notification settings.
Important Notes

Checking these boxes means you will be emailed calendar invites for appointments and/or the office hours you have listed in Starfish. Each student that schedules with you will cause a new email calendar invite to be sent.

You must accept these invites or Google’s security settings will eventually begin blocking them from displaying on your Google calendar.

Accepting these invites determines whether they will keep displaying on your Google calendar. Students do not receive notifications of whether you accept/decline these calendar events.
Having a Starfish problem?

Send us an email at starfish@etal.uri.edu and we would be more than happy to help!