Syncing Your Starfish and Google Calendars
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.
How to Login to Starfish

- [Starfish Login Page](#) <<< 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)
Navigating Your Settings

From your main menu, click the white arrow, and from the drop down menu click “Email Notifications”.

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Navigating Your Settings

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 secret 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!
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am</td>
<td>Item brought in from Google Calendar</td>
</tr>
<tr>
<td>11:00 am</td>
<td>PASS Coach Meeting (11:00 am)</td>
</tr>
<tr>
<td>12:30 pm</td>
<td>Block of office hours created in Starfish</td>
</tr>
<tr>
<td>1:00 pm</td>
<td>Block of office hours created in Starfish</td>
</tr>
<tr>
<td>2:00 pm</td>
<td>Block of office hours created in Starfish</td>
</tr>
</tbody>
</table>

**The Results**
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.
Having a Starfish problem?

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