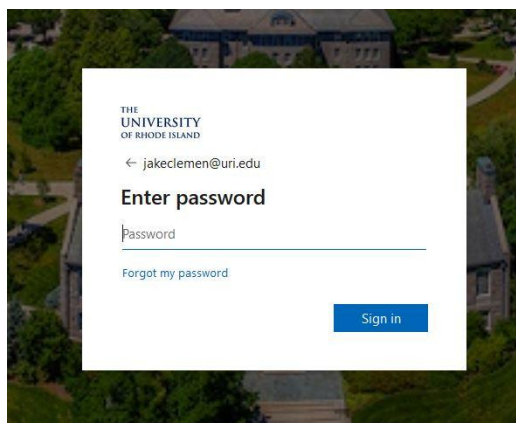


Syncing Your Starfish and Google Calendars



How to Log in 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://its.uri.edu/getting-started-students/>
- You can find other resources and the link to the login page at <http://uri.edu/starfish>
- You can also scroll down through <https://myapps.microsoft.com/> to the Starfish box.



Contents

1. Syncing *from* Google *to* Starfish (slides 4-13)

- 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 14-17)

- this feature allows you to import to Google calendar meetings and appointment blocks listed on your Starfish calendar



Important Note Before Beginning

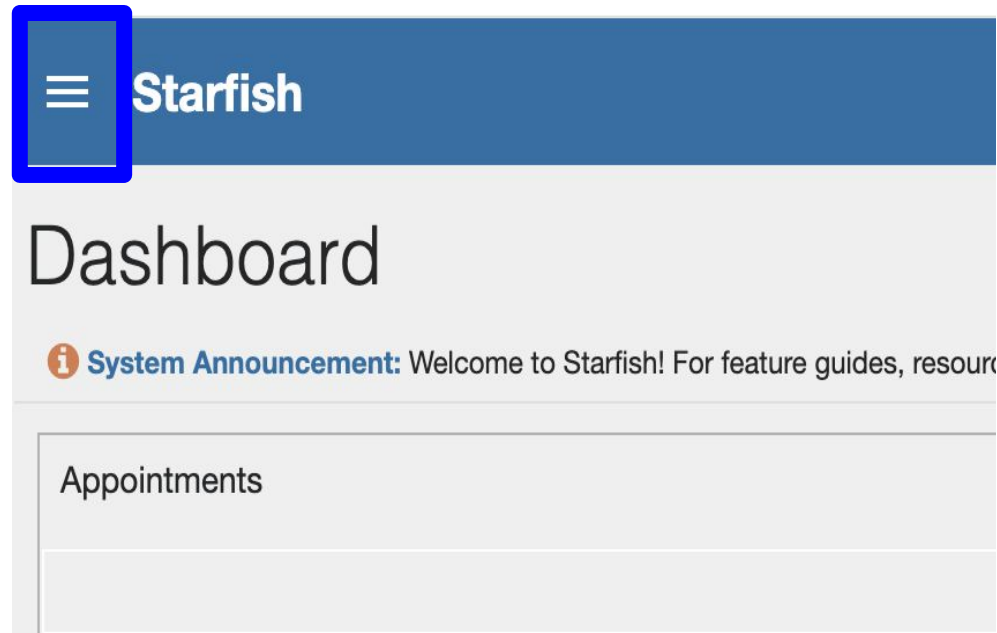
Once your Google calendar and Starfish calendar are linked, your Starfish calendar will begin reading “busy times” from Google. Starfish will not allow you to add something to your calendar if it conflicts with a “busy time.”

For ease, we recommend inputting your office hours in Starfish for the semester **first**, then linking your Google calendar.

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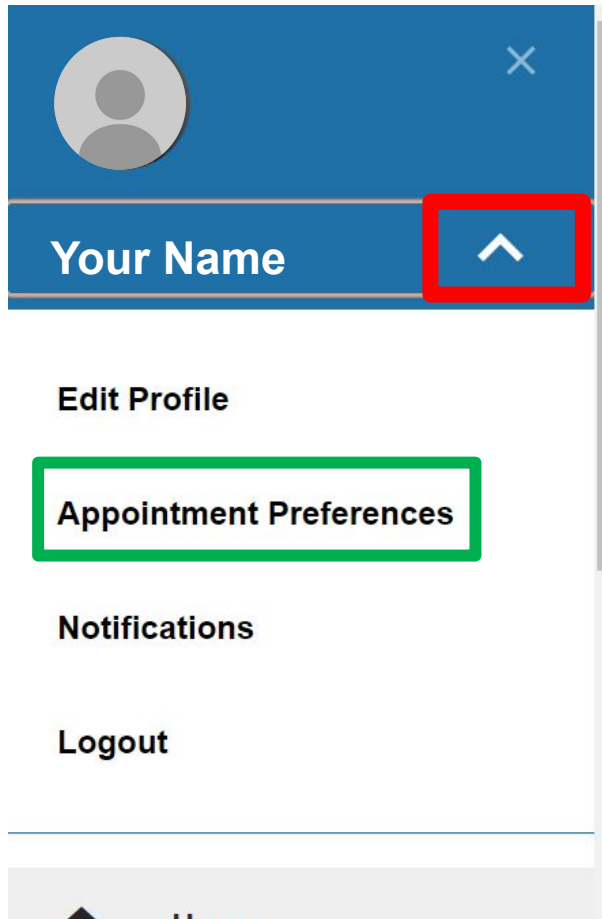
Navigating Your Settings

To begin, click the **three bars** in the upper left of your Starfish homepage.



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Navigating Your Settings



From there, click the **white arrow** to the right of your name then select **Appointment Preferences**.

Syncing *from* Google *to* Starfish

Starfish Calendar Sync

Select options to sync **from** your Starfish Calendar **to** your External Calendar

Email me calendar attachments for every:

- ☒ Appointment change
- ☒ Change to my Office Hours and Group Sessions

External Calendar Sync

Sync busy times **from** your External Calendar **to** your Starfish Calendar

Google Calendar Sync

▲ Important: You must share your private calendar link below with Starfish.

[Click here](#) for further instructions.

- ☒ Allow Starfish to read busy times **from** my Google Calendar

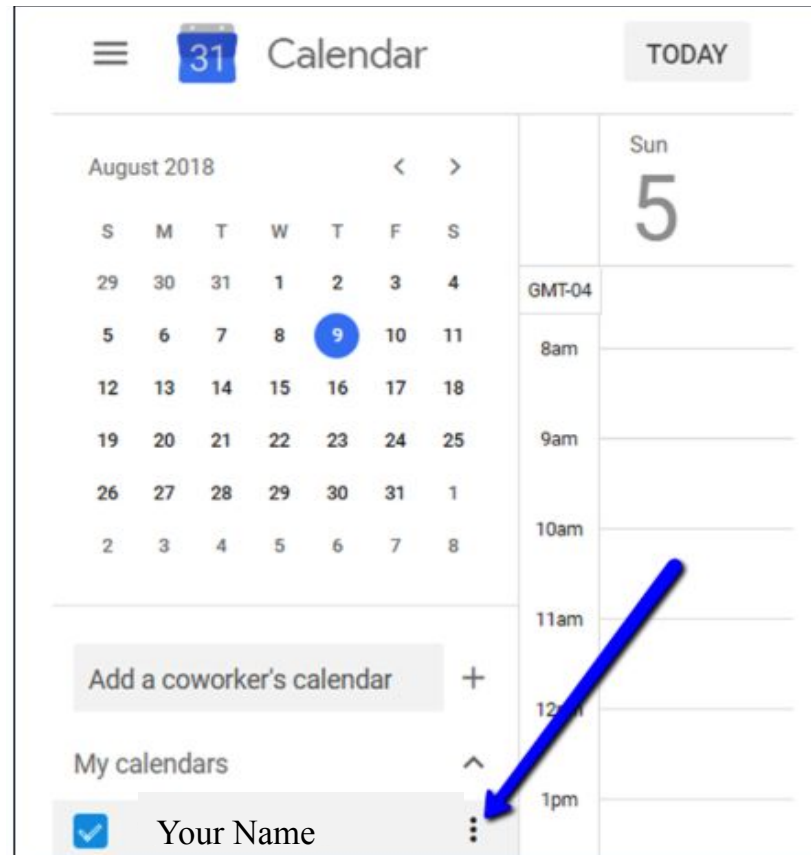
On this page, scroll down to find the check box stating **Allow Starfish to read busy times from my Google Calendar.**

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.

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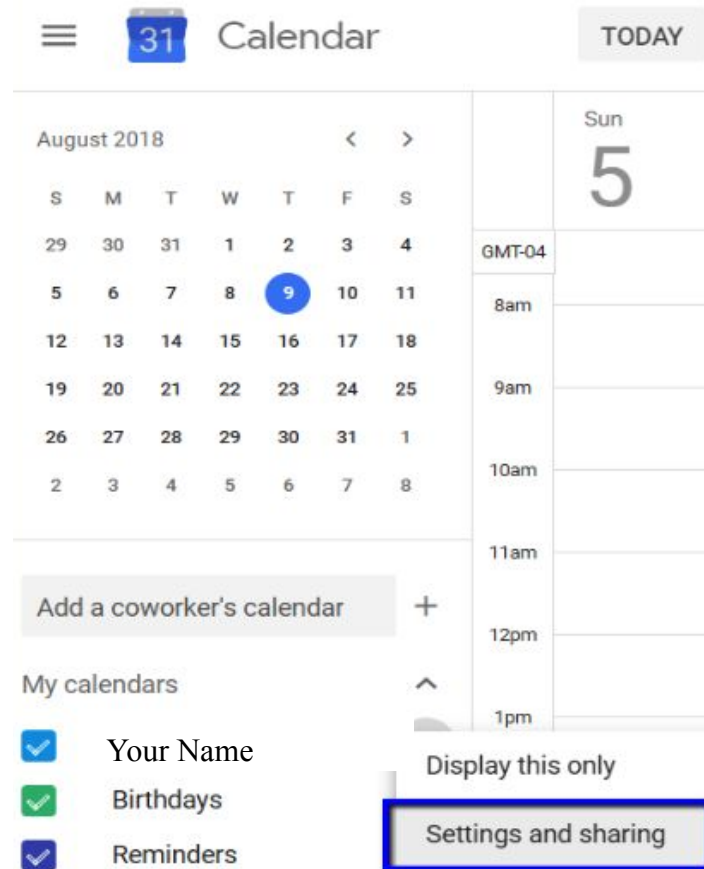
Getting Your Secret Link

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.



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Getting Your Secret Link



From that menu, select **Settings and Sharing**.

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Getting Your Secret Link

Secret address in iCal format

.....



Use this address to access this calendar from other applications without making it public.

Warning: You should not give the secret address to other people. [Learn more](#)

You can reset this address and make the current one invalid.

Reset

Scroll all of the way 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 **Save Changes** in the lower right-hand corner of the screen!

External Calendar Sync

Sync busy times **from** your External Calendar **to** your Starfish Calendar

Google Calendar Sync

⚠ Important: You must share your private calendar link below with Starfish.

[Click here](#) for further instructions.



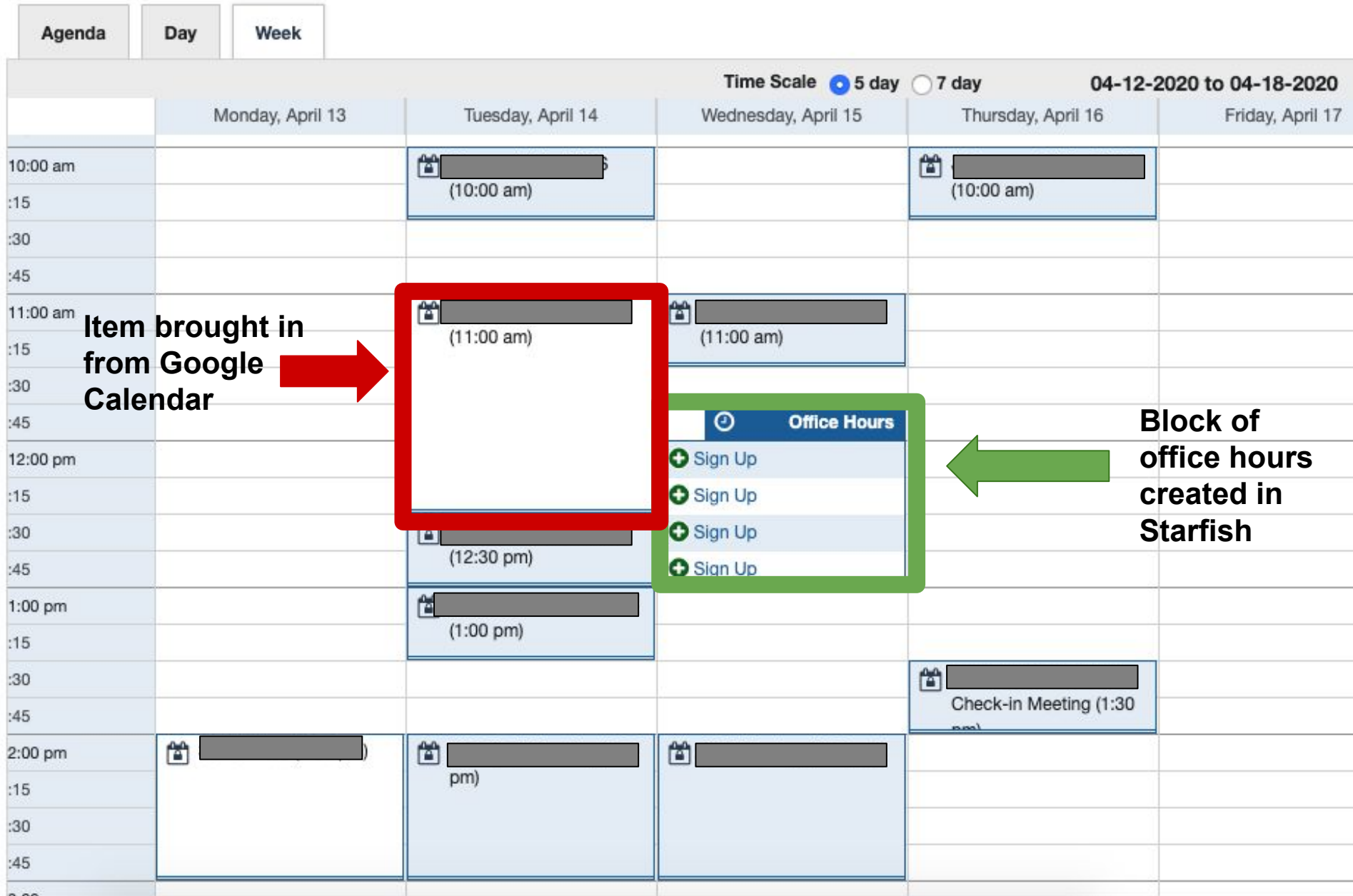
Allow Starfish to read busy times **from** my Google Calendar

Paste Google Calendar Link

[CLEAR CHANGES](#)

SAVE CHANGES

The Results



Important Notes

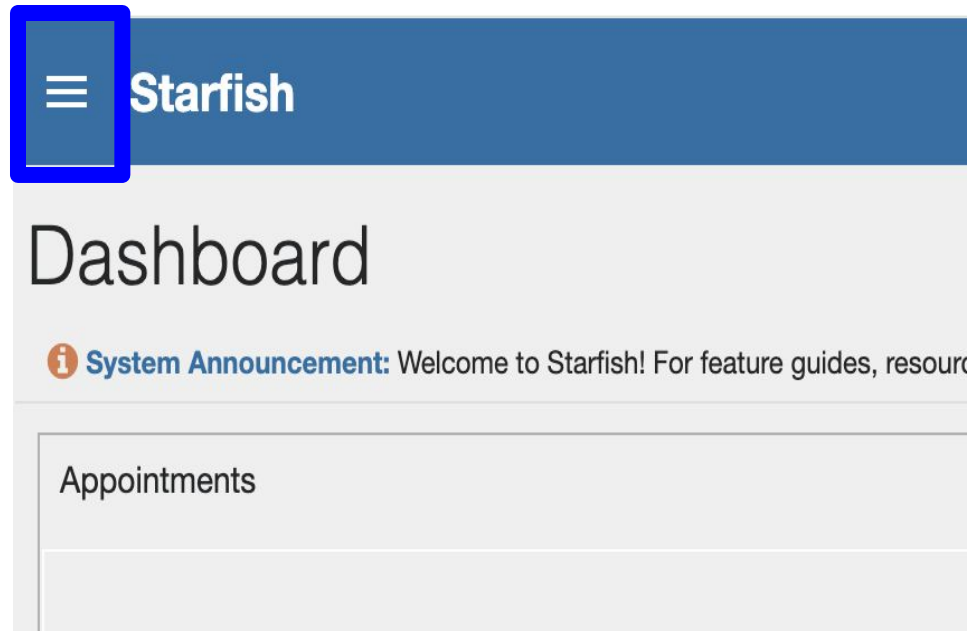
Resetting your secret iCal address between semesters will ensure best results. *To do this, use the reset feature in your Google calendar settings (refer to slide 10) and paste the new secret iCal address into Starfish at the beginning of each semester by following the steps provided (refer to slides 5-11).*

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

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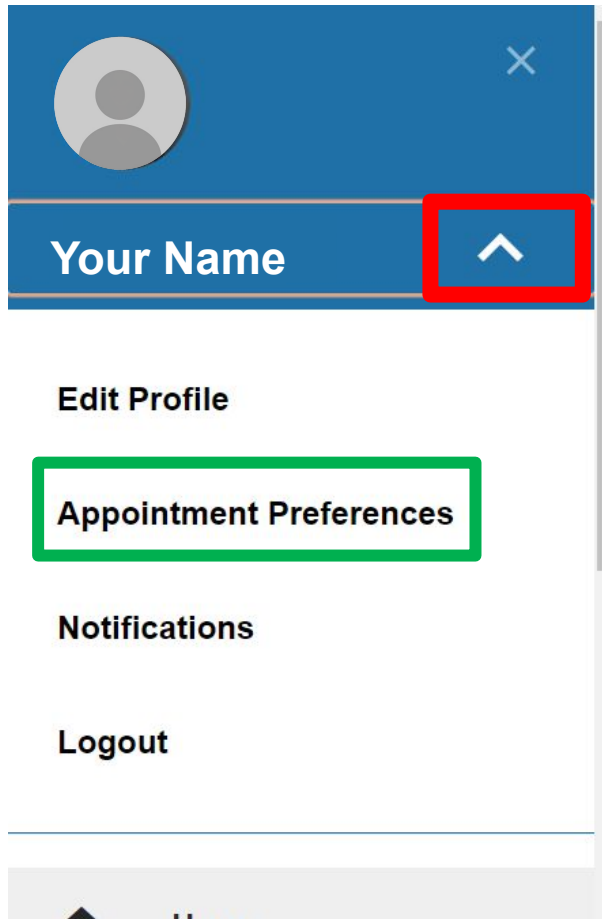
Navigating Your Settings

To begin, click the **three bars** in the upper left of your Starfish homepage.



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Navigating Your Settings



From there, click the **white arrow** to the right of your name then select **Appointment Preferences**.

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.

Calendar Sync

Sync calendar items between your external calendar to your Starfish calendar

Starfish Calendar Sync

Select options to sync **from** your Starfish Calendar **to** your External Calendar

Email me calendar attachments for every:

☒ Appointment change

☒ Change to my Office Hours and Group Sessions

External Calendar Sync

Sync busy times **from** your External Calendar **to** your Starfish Calendar

Google Calendar Sync

⚠ Important: You must share your private calendar link below with Starfish.
[Click here](#) for further instructions.

☐ Allow Starfish to read busy times **from** my Google Calendar

Paste Google Calendar Link

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Important Notes

When syncing from Starfish to Google Calendar you will receive calendar invites to your email for both office hour blocks and individual student appointments. A new invite is sent each time a student schedules with you.

For best results if you choose to sync both from Starfish to Google Calendar ***and*** from Google Calendar to Starfish:

- **Accept** calendar invites for individual student appointments.
 - This ensures appointments continue to sync properly and that Google's security settings do not block future invites.
 - Students do not receive notifications of whether you accept/decline these calendar events.
- **Delete** calendar invites for office hours blocks.
 - This prevents Google from marking the entire block as 'busy'.

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Having a Starfish problem?

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