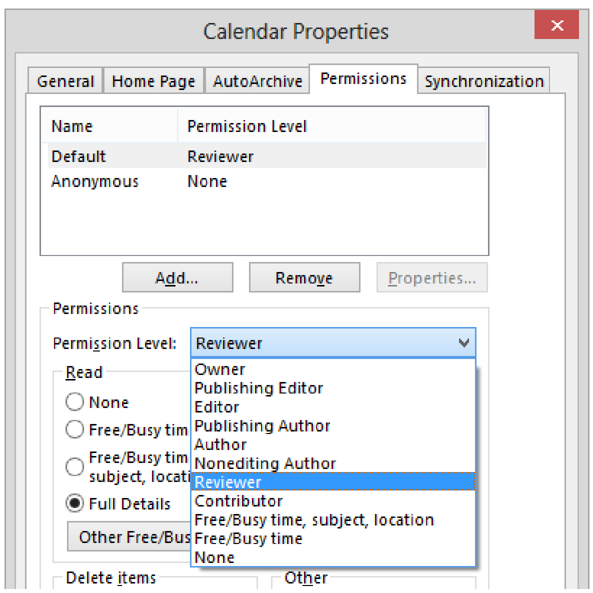
SETTING UP STARFISH APPOINTMENTS:
10-Minute Guide to Configuring Complete Booking Features

Starfish-Outlook Integration

Starfish integrates with your Outlook calendar in order to allow students to make appointments with you during office hours through Starfish and to alert you through Outlook when you have upcoming appointments. This integration will sync both calendars to ensure that you do not become double booked. Students will not see details of your calendar and are only able to make appointments with you during the times you establish in Starfish.

In Outlook:

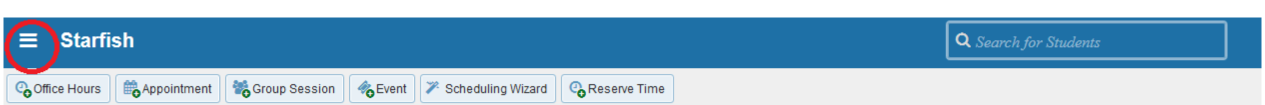
1. Share your Outlook calendar with Starfish.
    a. Go to your Outlook Calendar, and select "Calendar Permissions" from the Home ribbon.
    b. When the Calendar Permissions window opens, make sure the "Permissions" tab is selected. Click "Add…" and select "Starfish" from the global address list. Two options for Starfish accounts may pop up; select the one associated with the email address starfish@mercer.edu. Make sure that "Starfish" is in the "Add" box at the bottom of the list, and click "Ok." This will add Starfish to the list of users who have access to your calendar.
    c. Select "Starfish" in the user list, and change the Permission Level from "Free/Busy Time" to "**Reviewer**" in the drop-down menu. Once this is done, click "Ok."



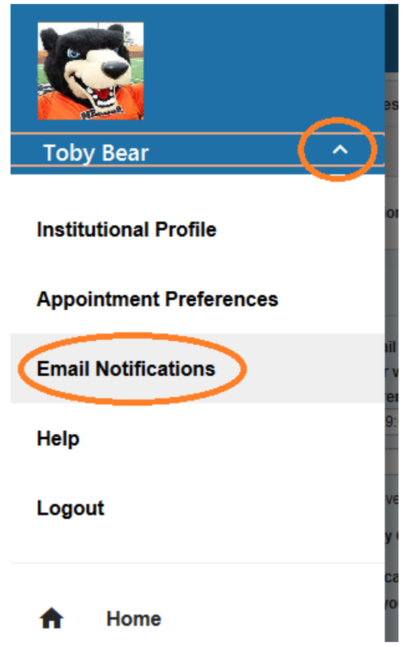
    d. Confirm the following details are marked:
       Read = Full Details
       Delete Items = None
       Other = Folder Visible
    e. Click "**OK**" to apply the changes.

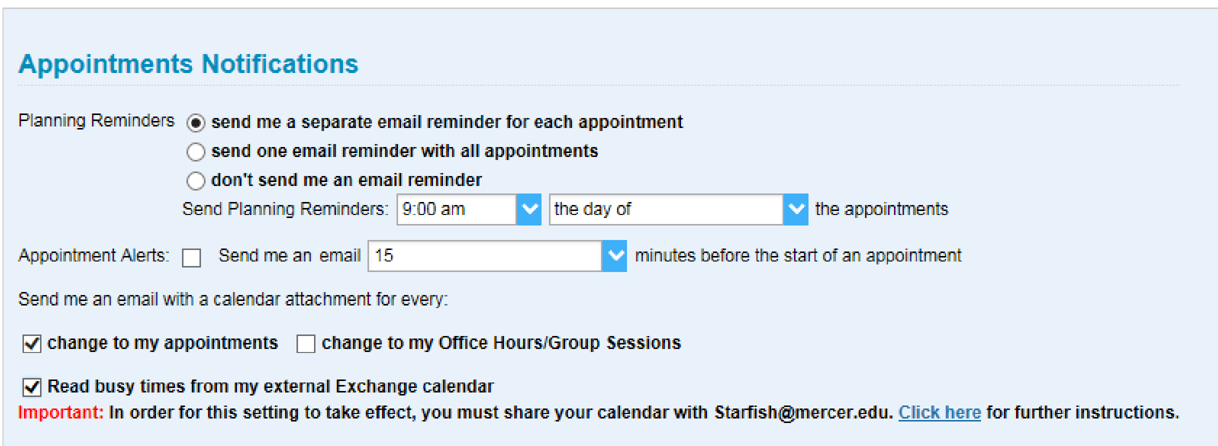
In Starfish:

1. Log in to Starfish via MyMercer.
2. In Starfish, open the left-hand menu by clicking the Menu icon (three horizontal lines) to the left of the Starfish title.



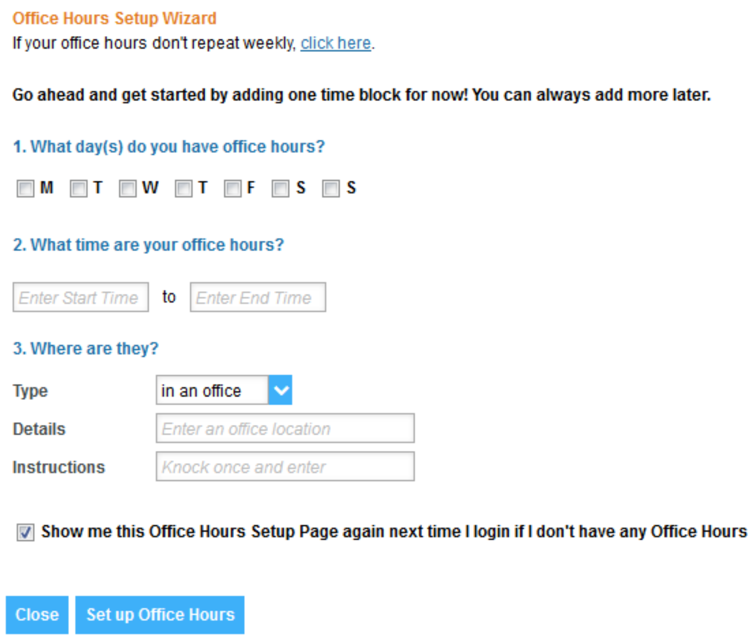
3. Your name appears in the top left corner of the menu. Click the arrow next to your name, and select “Email Notifications” from the dropdown menu.
4. When the Email Notifications (also called Appointments Notifications) page appears, configure the following:
    a. Planning Reminders: select “**send me a separate email reminder for each appointment**”
    **This is to ensure that the calendar files for your appointments are sent from Starfish to Outlook!
    b. Send me an email with a calendar attachment for every: check “**change to my appointments**”
    You can also check “change to my office hours/group sessions;” however, this will add a large office hours block to your Outlook calendar that most advisors do not prefer.
    c. Check “**Read busy time from my external Exchange calendar**” This allows Starfish to see your availability in Outlook. Note that you must share your Outlook calendar with Starfish prior to selecting this option.
    d. Once you are finished, click “Submit” to save your changes.



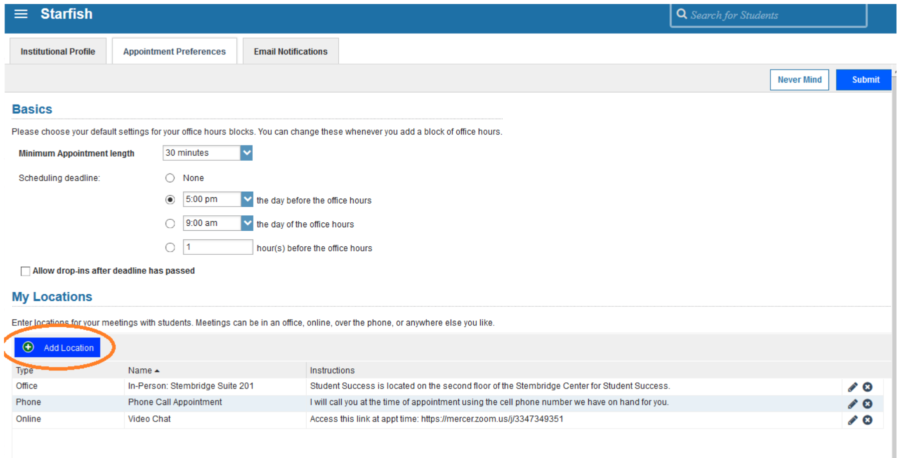


Establishing Starfish Office Hours

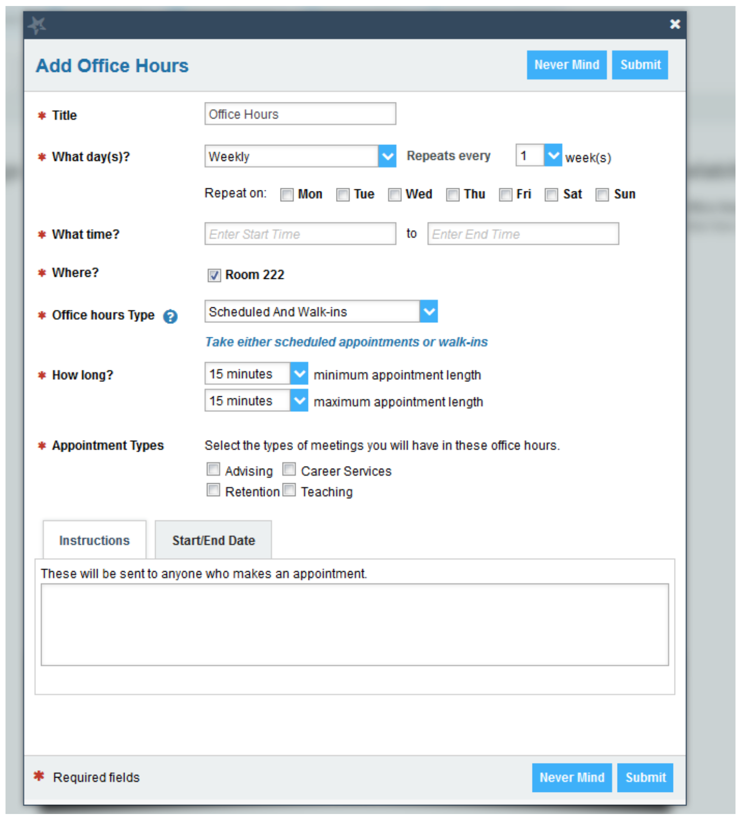
1. When you log in for the first time, you will see the screen below to set your office hours. **PLEASE SELECT CLOSE AND PROCEED TO STEP 2.** If you are a returning user and do not see the Office Hours Setup Wizard screen, proceed to Step 2.



2. Add office location(s)
    a. Open the left-hand navigation menu by selecting the Menu icon (three horizontal lines) at the top left of the screen.
    b. Select the drop-down menu from the arrow next to your name.
        i. Click “Appointment Preferences.”
        ii. Click on “Add Location”
        iii. In the drop down box labelled “Type,” you will be able to select what type of hours they are (in-person, by phone, online, etc.).
        iv. In the “Name” section, enter the location (building name and room number or “Video Chat” or “Phone Call”).
        v. You can also put instructions for students in the “Instructions” box.
            1. For Video Chat appointments, you may want to paste your Zoom Room URL. Instructions for acquiring your Zoom Room URL available here. For phone appointments, you may want to clarify “I will call you at appointment time.” Your number of characters is very limited here, but you will be able to add additional instructions in Step 5 below.
    c. Click “Save.”



3. Click “Home” on the top left corner of your screen to return to your dashboard.
4. Click “Office Hours” (located toward the top left) to add available days/times to your calendar. You will see the screen below.



5. Complete fields in prompted boxes.
    a. Example of Instructions to add: “If you have signed up for a phone appointment, please email me in advance to let me know your preferred phone number. If you have signed up for video chat, please ensure your microphone and video on your computer are enabled.”
    b. Note: Make certain to click on “Start/End Date” to end office hours automatically each term/semester.
6. Click “Submit.”