CALENDAR SHARING WITH WARRIORFISH

In order for a busy time to be imported into WARRIORFish from your Outlook calendar, you must share your calendar with – <u>starfishcloud@esu.edu</u>. To do this, complete the appropriate steps below depending on what calendar application you are using.



Note: If you have an older version of outlook your toolbar would be blue and your_tab would show Share Calendar icon. 閧 Share Calendar O Tell me what you want to do Folder Help Acrobat View Search People -----Address Book Next Work 7 Days Meeting

Go To

Manage Calendar

Share

Find

Teams Meetin

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Step 2

Sharing and permissions		×
Calendar		
Send a sharing invitation in email. You car settings any time.	bose how much access to allow and change access Enter – starfishcloud@esu	.edu
Enter an email address or contact name	Share	



Can view all details or the Full Details option if using a different version of outlook. Otherwise, this will not work properly. Click on Share Button

Step 3 – Click yes

