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 – starfishcloud@esu.edu. To do this, complete the appropriate steps below depending on what calendar application you are using.

Step 1
In your Microsoft 365 Calendar, select the Share > Calendar.

Note: If you have an older version of outlook your toolbar would be blue and your tab would show Share Calendar icon.
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Step 2

Enter – starfishcloud@esu.edu

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