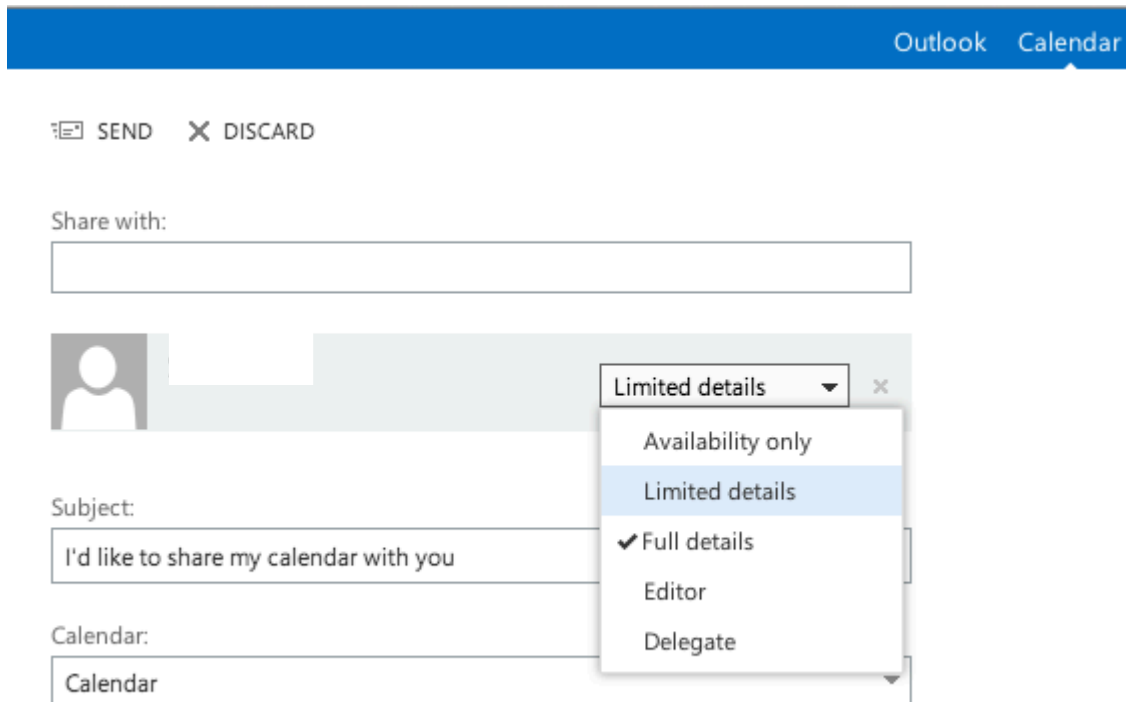


## Calendar Sharing in Microsoft 365/Outlook 2013

### Share “Orange SUccess Email Integration” with your Outlook calendar

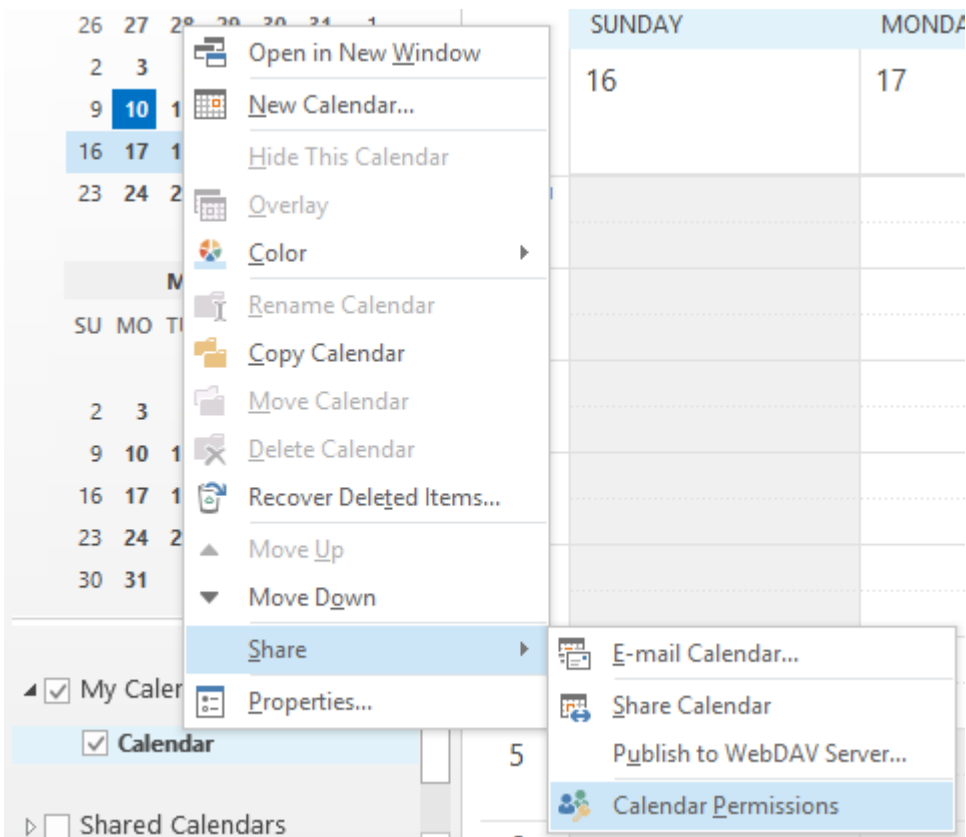
#### Calendar Sharing in Microsoft 365

1. In your **Microsoft 365 Calendar**, select the **Share > Share This Calendar** option.
2. Add the “**Orange SUccess Email Integration**” calendar user in the **Share With field** and select the **Full Details** option. Otherwise, this will not work properly. **Then skip to step #11 to finish configuration within Orange SUccess!**

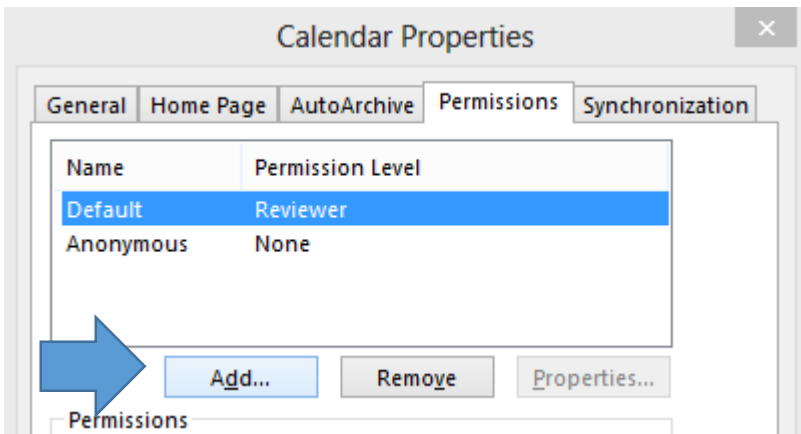


#### Calendar Sharing in Outlook 2013

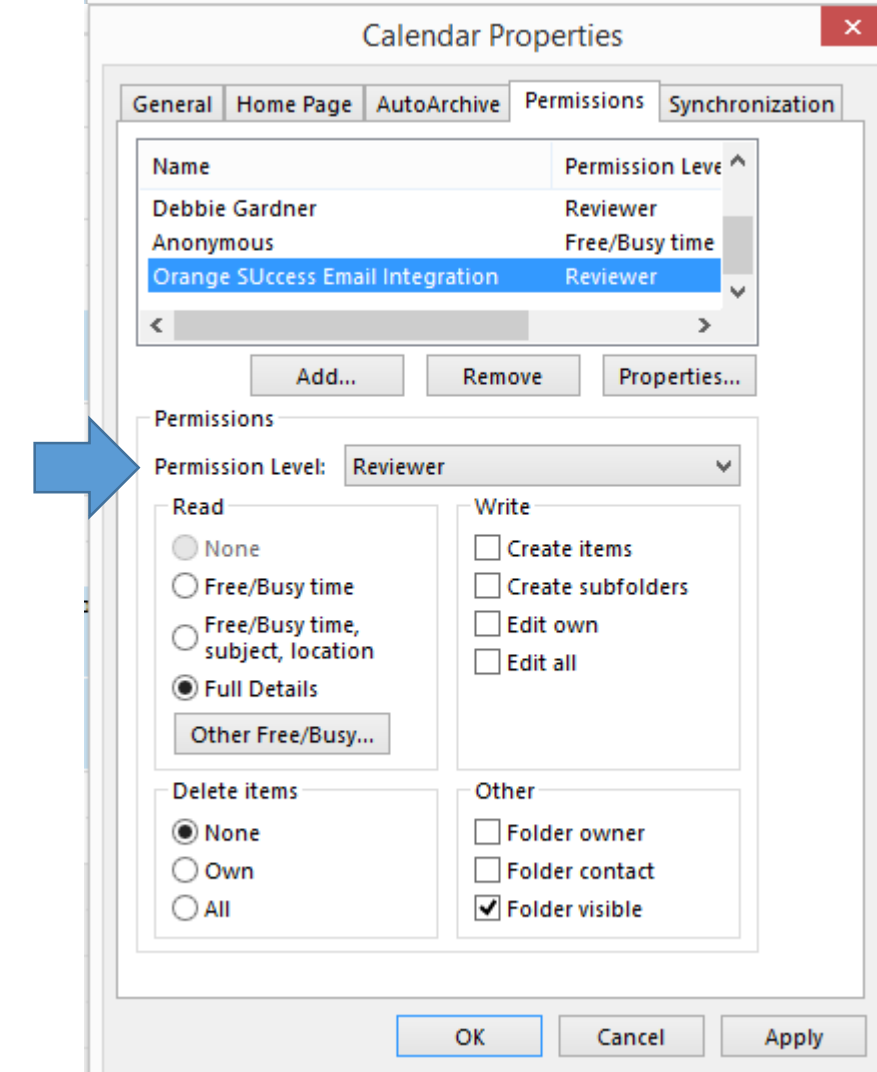
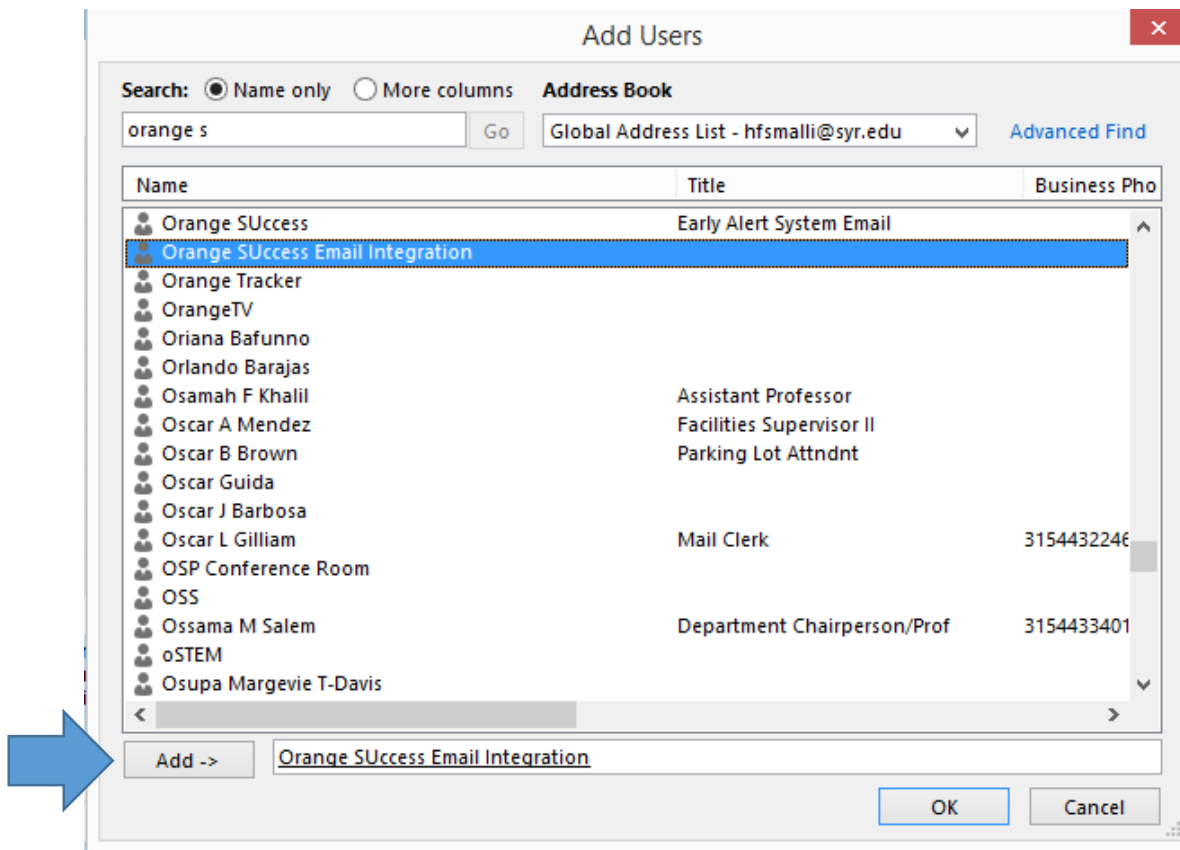
1. In the calendar display in Outlook, right-click on **My Calendars > Calendar** (your calendar).
2. Select **Share > Calendar Permissions** from the menu that appears.



3. Click the **Add...** button in the **Permissions** tab that appears in the **Calendar Properties** window.



4. Search for **“Orange SUccess Email Integration”** in the Global Address List and select the Starfish entry.
5. Click the **Add ->** button at the bottom of the **Add Users** window.
6. Click the **OK** button.
7. Select the entry for **“Orange SUccess Email Integration”** from the list at the top of the **Permissions** tab in the **Calendar Properties** window
8. Select **Reviewer** from the **Permission Level** list.



9. Confirm the following details are marked:

1. Read = Full Details
  2. Delete Items = None
  3. Other = Folder visible
10. Click **OK** to apply the changes.

11. Now you have to log into **Orange SSuccess** and Goto your profile> Click on the Email Notification tab and select the check box for **“Read busy times from my external Exchange calendar”**.

Institutional Profile	Appointment Preferences	Email Notifications
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NOTE: If you do not receive Orange SSuccess email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM f

### Appointments Notifications

- Planning Reminders  send me a separate email reminder for each appointment  
 send one email reminder with all appointments  
 don't send me an email reminder

Send Planning Reminders: 9:00 am  the day of  the appointments

Appointment Alerts:  Send me an email   minutes before the start of an appointment

Send me an email with a calendar attachment for every:

- change to my appointments  change to my Office Hours/Group Sessions

Read busy times from my external Exchange calendar

**Important:** In order for this setting to take effect, you must share your calendar with starfish@syr.edu. [Click here](#) for further instructions.

