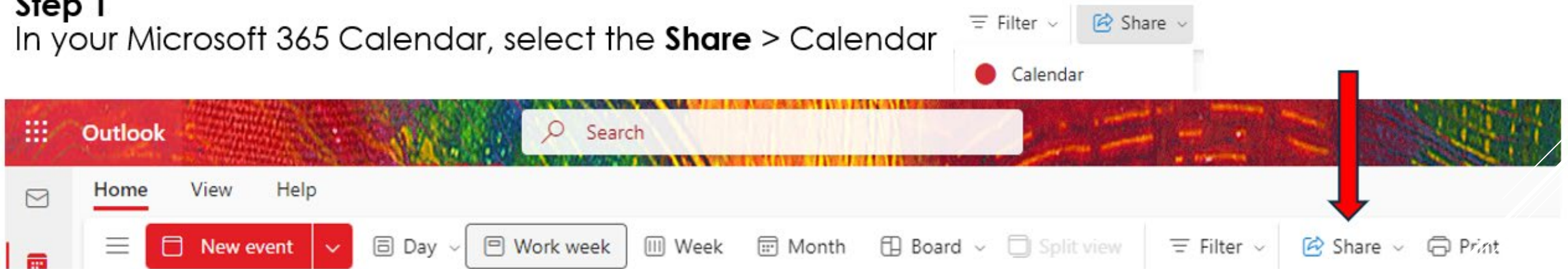


CALENDAR SHARING WITH WARRIORFISH

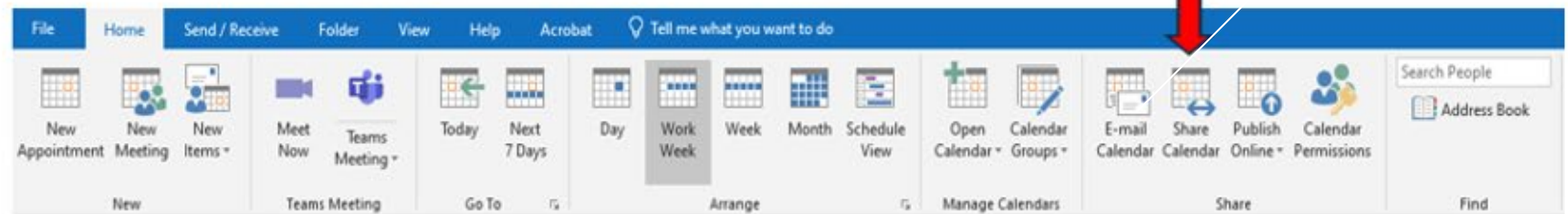
In order for a busy time to be imported into WARRIORFish from your Outlook calendar, you must share your calendar with – starfishcloud@esu.edu. To do this, complete the appropriate steps below depending on what calendar application you are using.

Step 1

In your Microsoft 365 Calendar, select the **Share** > Calendar

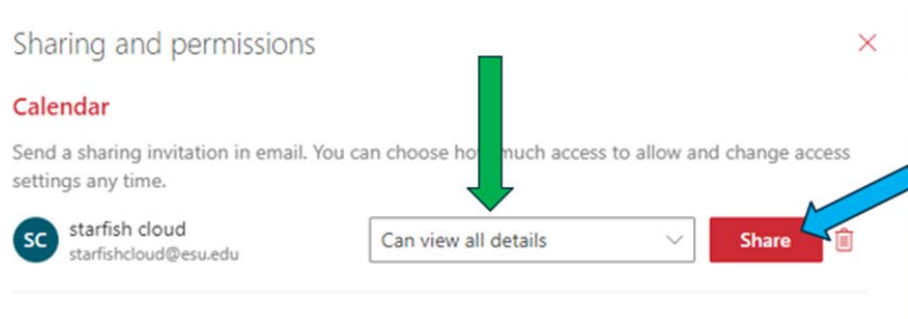


Note: If you have an older version of outlook your toolbar would be blue and your tab would show **Share Calendar** icon.



CALENDAR SHARING WITH WARRIORFISH

Step 2



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

