

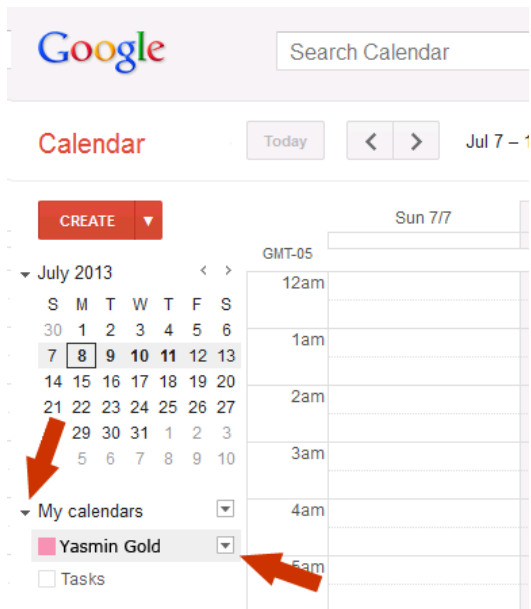
STUDENT SUCCESS NETWORK



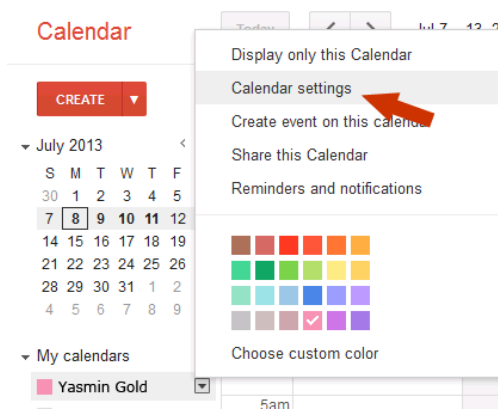
Calendar Integration with Google Calendar

In order for free/busy time to be imported into Starfish from your Google calendar you must share your calendar with the Student Success Network. To do this, complete the steps below.

1. In your **Google Calendar**, click on the menu to the right of the calendar you want to share.



2. In the menu that opens, select the option **Calendar Settings** option.



3. Scroll down to the **Private Address** field and select the **ICAL** button.

placing the code into your web page. To embed multiple calendars, click on the Customize Link



Calendar Address:

[Learn more](#)
[Change sharing settings](#)

XML **ICAL** **HTML** (Calendar) (Calend
This is the address for your ca

Private Address:

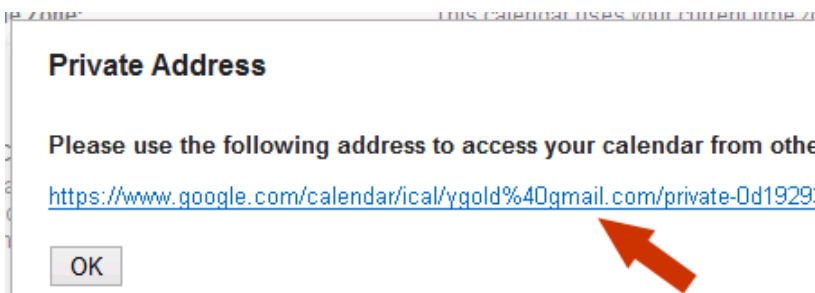
[Learn more](#)

XML **ICAL** **Reset Private**
This is the private address for

Delete calendar:

[Permanently delete this calen](#)

4. Copy the private URL provided by Google and paste it in the related field on the Email Notifications tab of your Student Success Network profile.



Institutional Profile

Appointment Preferences

Email Notifications

NOTE: If you do not receive Student Success Network email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder

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 15 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

Success Network Updates: Send me a weekly status update about my Success Network

Read busy times from my external Google calendar

Paste your Google Calendar private link here

Important: In order for this setting to take effect, you must share your private calendar link with Student Success Network. [Click here](#) for further instructions.