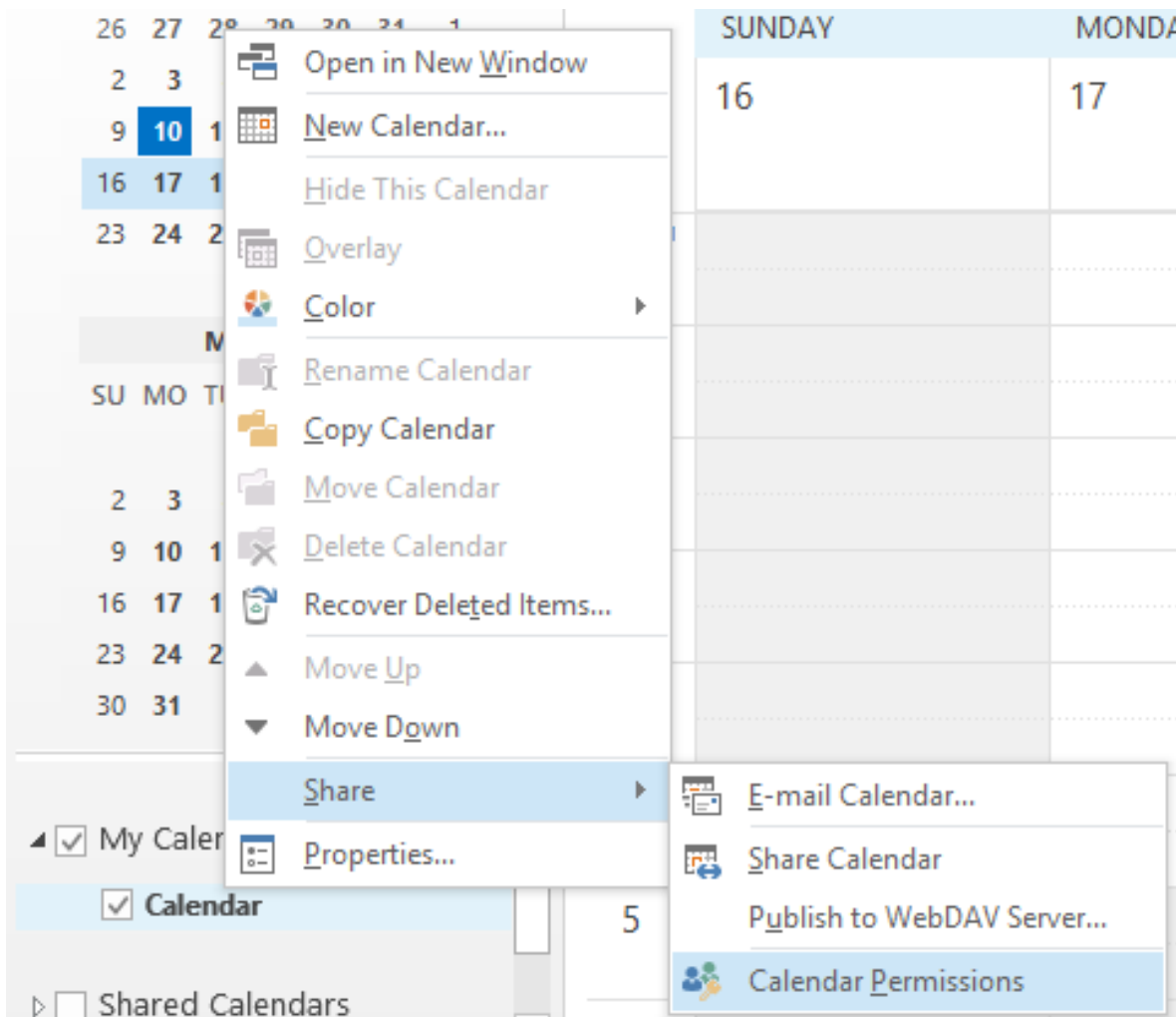


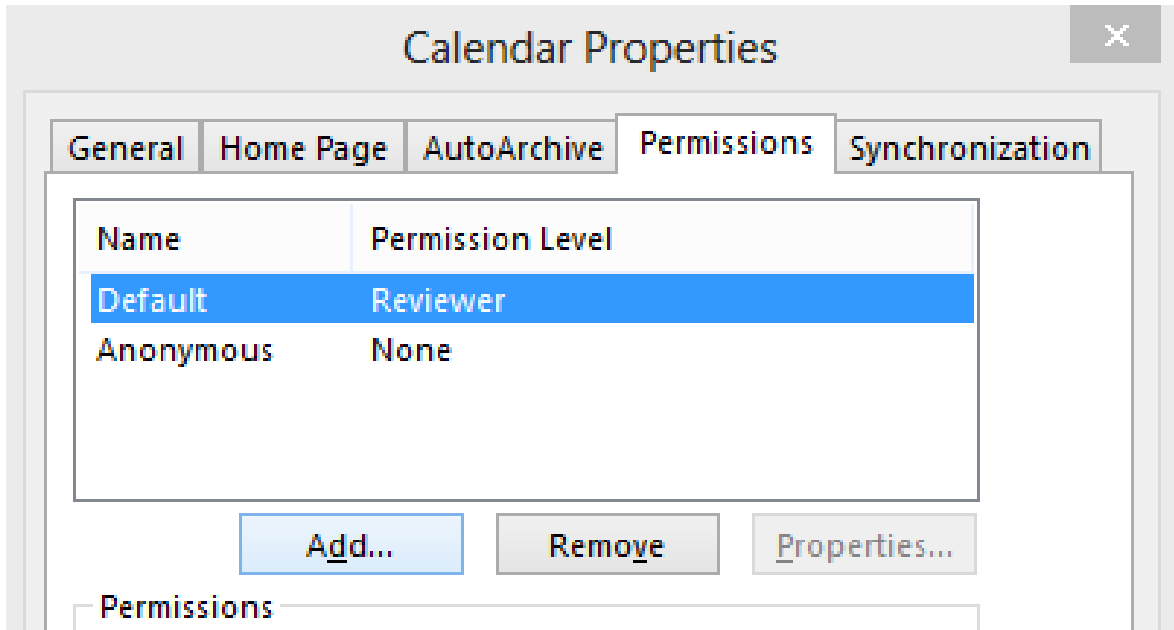
Share your Outlook calendar with Succeed at Hostos (Starfish)

In Outlook 2013:

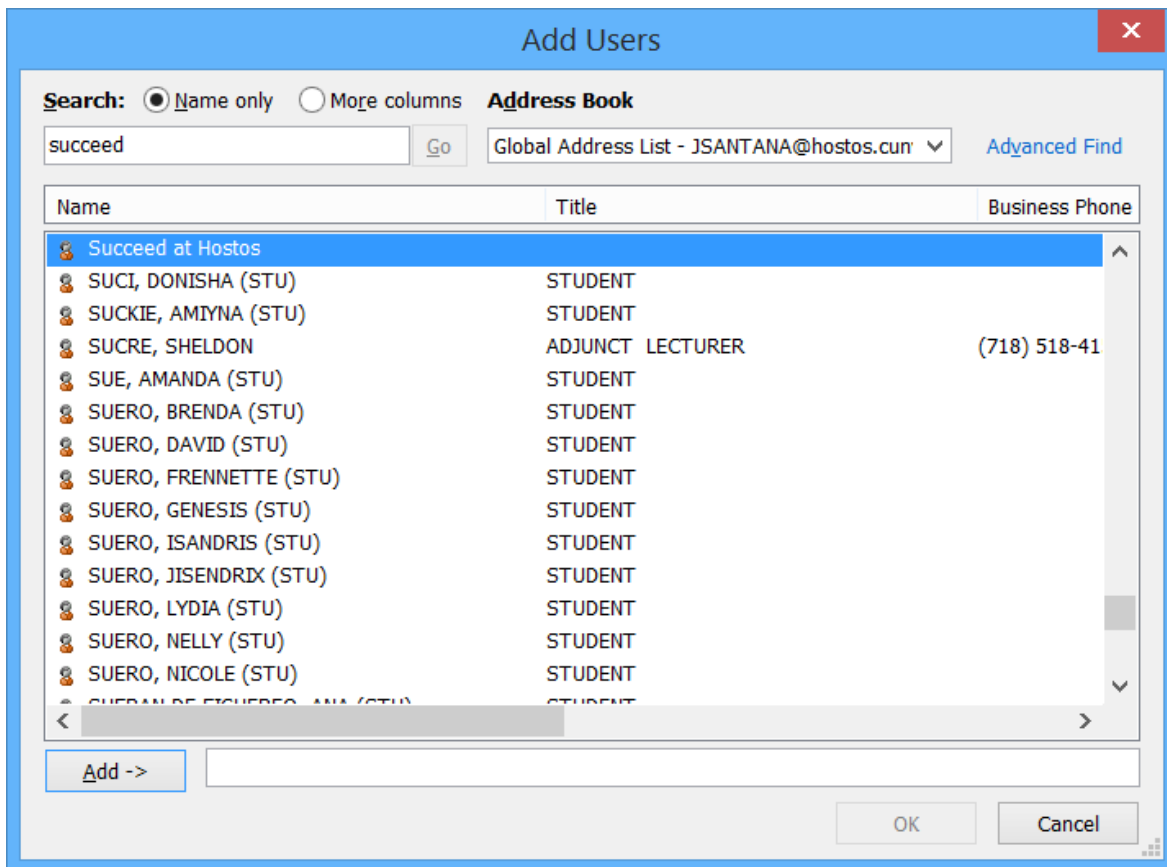
1. In the calendar display in **Outlook**, right-click on **My Calendars > Calendar**.
2. Select **Share > Calendar Permissions** from the menu that appears.



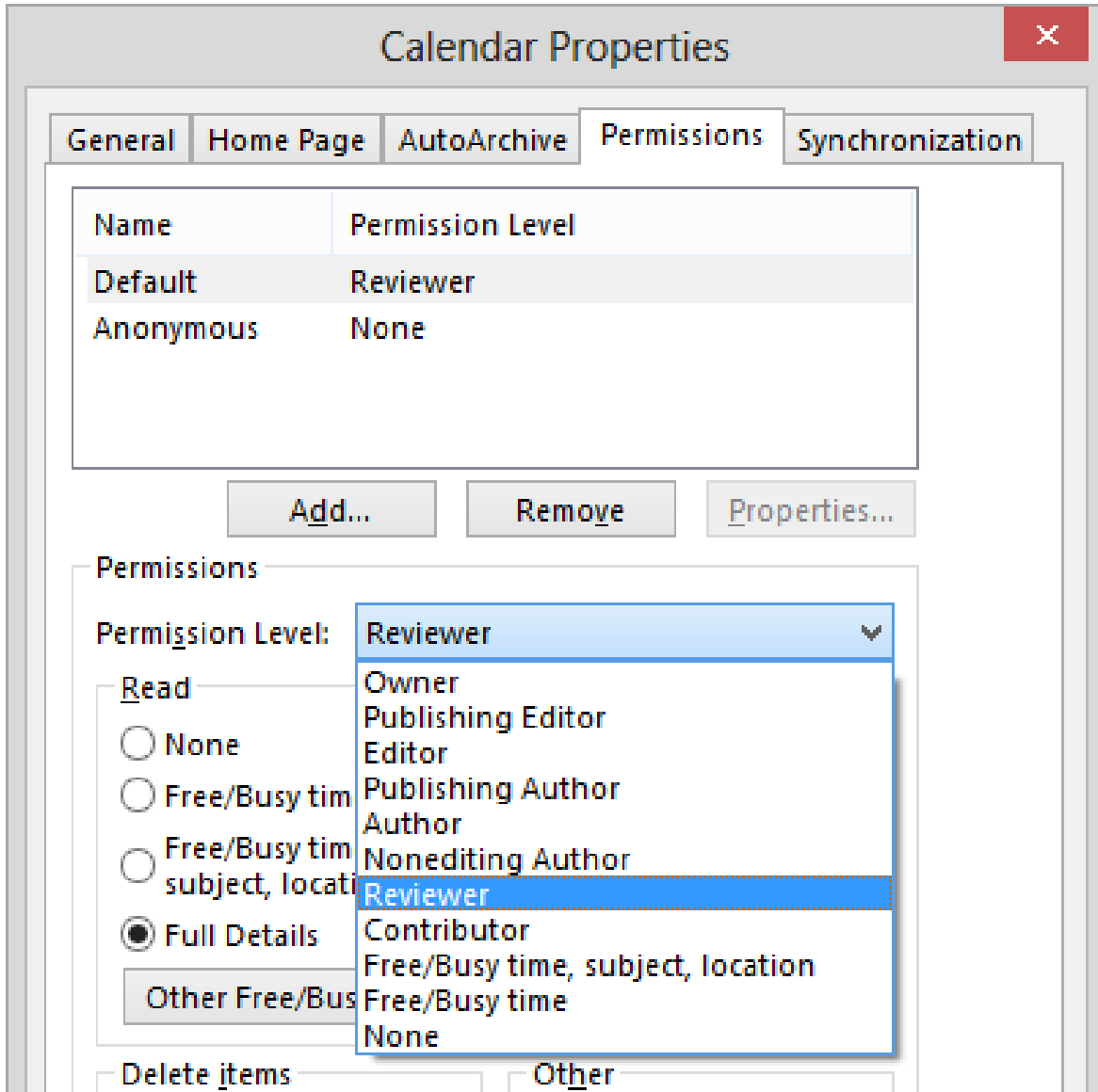
3. Click the **Add...** button in the **Permissions** tab that appears in the **Calendar Properties** window.



4. Search for **Succeed at Hostos** in the Global Address List and select the **Succeed at Hostos** entry.



5. Click the **Add ->** button at the bottom of the **Add Users** window.
6. Click the **OK** button.
7. Select the entry for **Succeed at Hostos** from the list at the top of the **Permissions tab** in the **Calendar Properties** window
8. Select **Reviewer** from the **Permission Level** list.

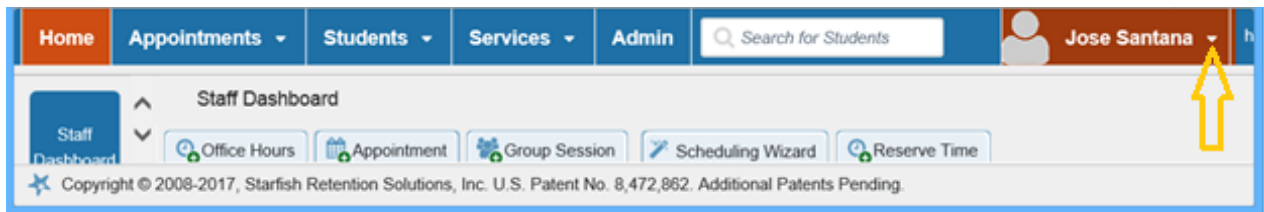


9. Confirm the following details are marked:
 1. Read = Full Details
 2. Delete Items = None
 3. Other = Folder visible

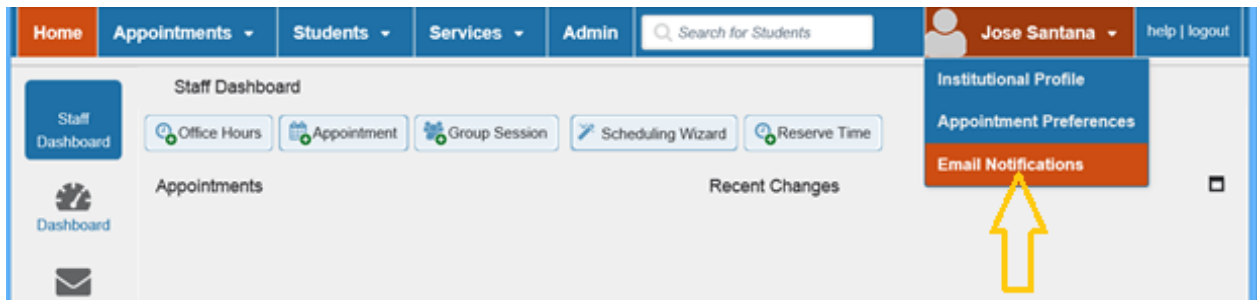
10. Click **OK** to apply the changes.

In Succeed at Hostos (Starfish):

Click the arrow on the right of your name

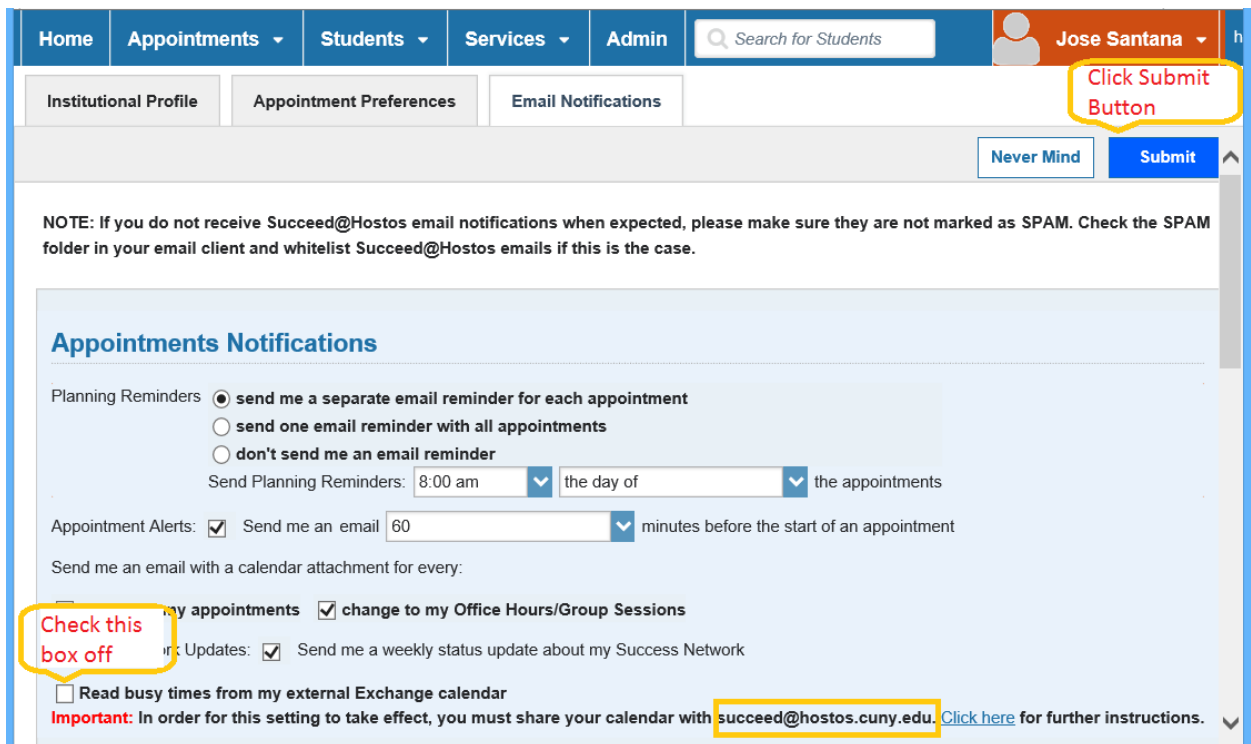


Click "Email Notifications"



Check off box on the left of "Read busy times from my external Exchange Calendar"

Click the "Submit" button



All done!