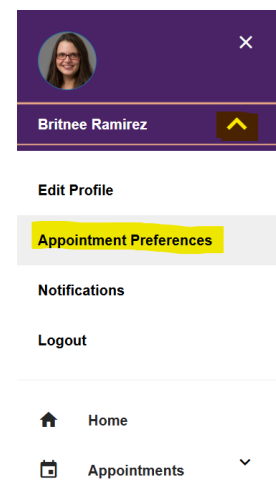
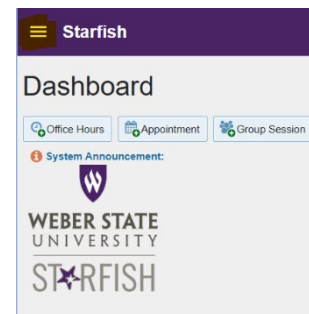


How to unsync and resync your Google secret calendar with Starfish

1. Open the Starfish app. Click on the “Hamburger” menu in the upper left corner:
2. In the side-bar navigation menu, click on the small arrow next to your name.
3. Then click Appointment Preferences.
4. In the appointment preferences tab scroll down and uncheck the box to “Allow Starfish to read busy times from my Google calendar.”
5. Then click “Save Changes.”



EDIT PROFILE **APPOINTMENT PREFERENCES** NOTIFICATIONS

Sync calendar items between your external calendar to your Starfish calendar

Starfish Calendar Sync
Select options to sync from your Starfish Calendar to your External Calendar

Email me calendar attachments for every:

☒ Appointment change

☐ Change to my Office Hours and Group Sessions

External Calendar Sync
Sync busy times from your External Calendar to your Starfish Calendar

Google Calendar Sync
⚠ Important: You must share your private calendar link below with Starfish.
[Click here for further instructions.](#)

☐ Allow Starfish to read busy times from my Google Calendar

Paste Google Calendar Link

[CLEAR CHANGES](#) [SAVE CHANGES](#)

6. Copy your SECRET/private iCal link from your Google calendar settings. *(For instructions on where to find this private link see details at the end of this tutorial.)*
7. Click the check box to “Allow Starfish to read busy times from my Google calendar.”

Google Calendar Sync
⚠ Important: You must share your private calendar link below with Starfish.
[Click here](#) for further instructions.

☒ Allow Starfish to read busy times from my Google Calendar

Paste Google Calendar Link

[CLEAR CHANGES](#)

8. Paste your secret iCal link into your Starfish profile.
9. Click the Save Changes button.

[SAVE CHANGES](#)

10. It will take 5-10 minutes for your Google calendar to sync. If your calendar does not resync, email starfish@weber.edu.

How to find your Secret/private iCal link in Google calendar

1. In your Google calendar settings, click on the gear symbol and click “Settings” from the pop-up menu.
2. In the left-hand navigation menu, locate and click on your calendar (i.e. your name) under the heading “Settings for my calendar.”
3. In your calendar settings, scroll down to the “Integrate calendar” setting options.
4. Find the Secret address in iCal format
5. Click the Copy icon.
6. If needed, you can click the RESET button to reset and recopy your secret iCal formatted address for your Google calendar.

