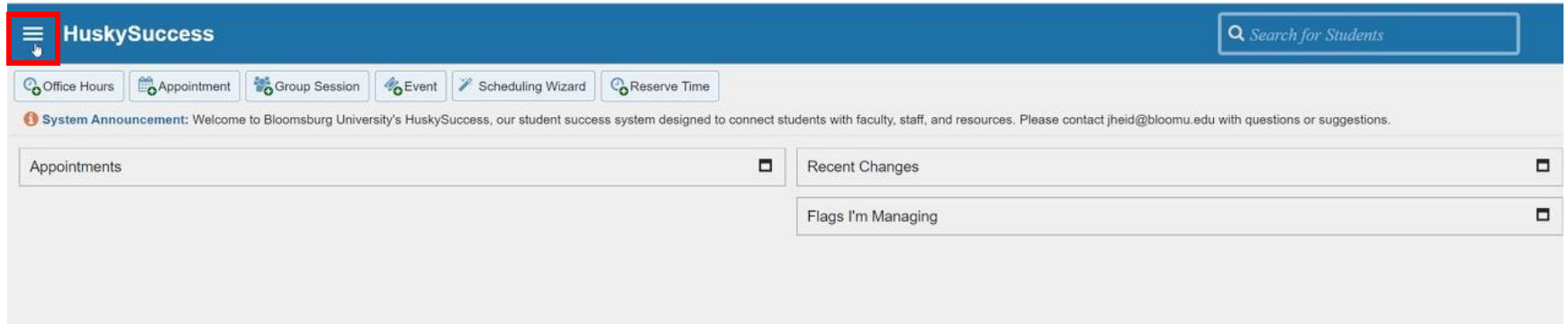
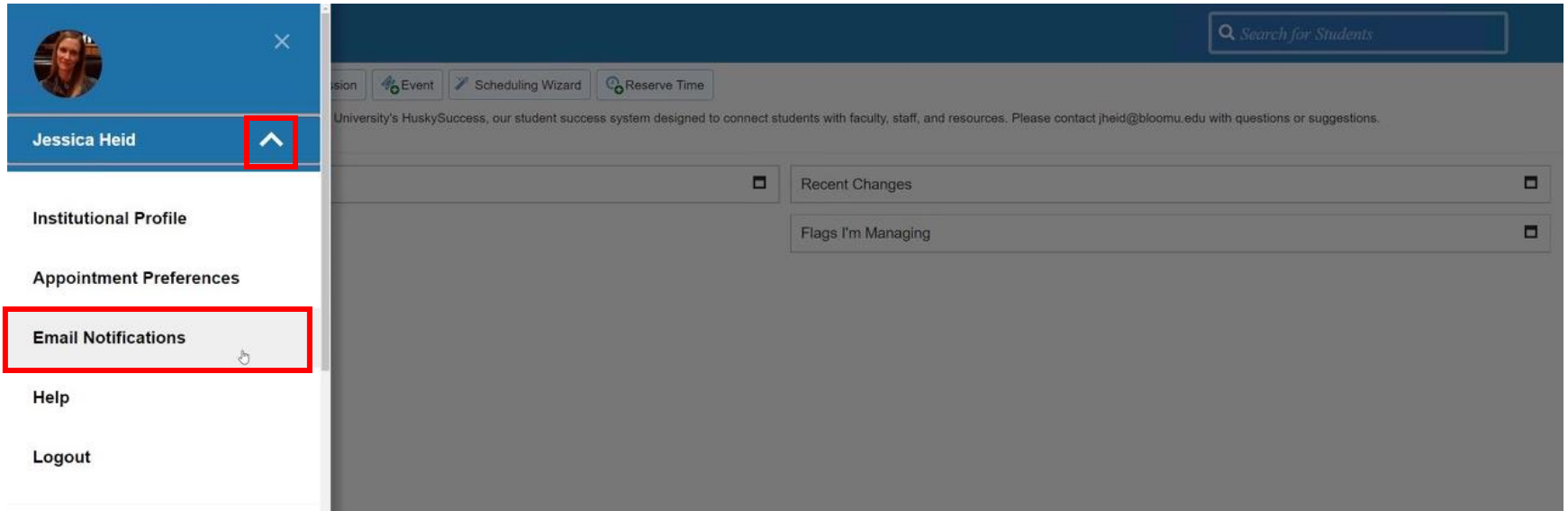


# HuskySuccess Calendar Integration

1. Login to HuskySuccess at <http://bloomu.edu/husky-success>. Click on the hamburger menu icon at the top left of your screen.

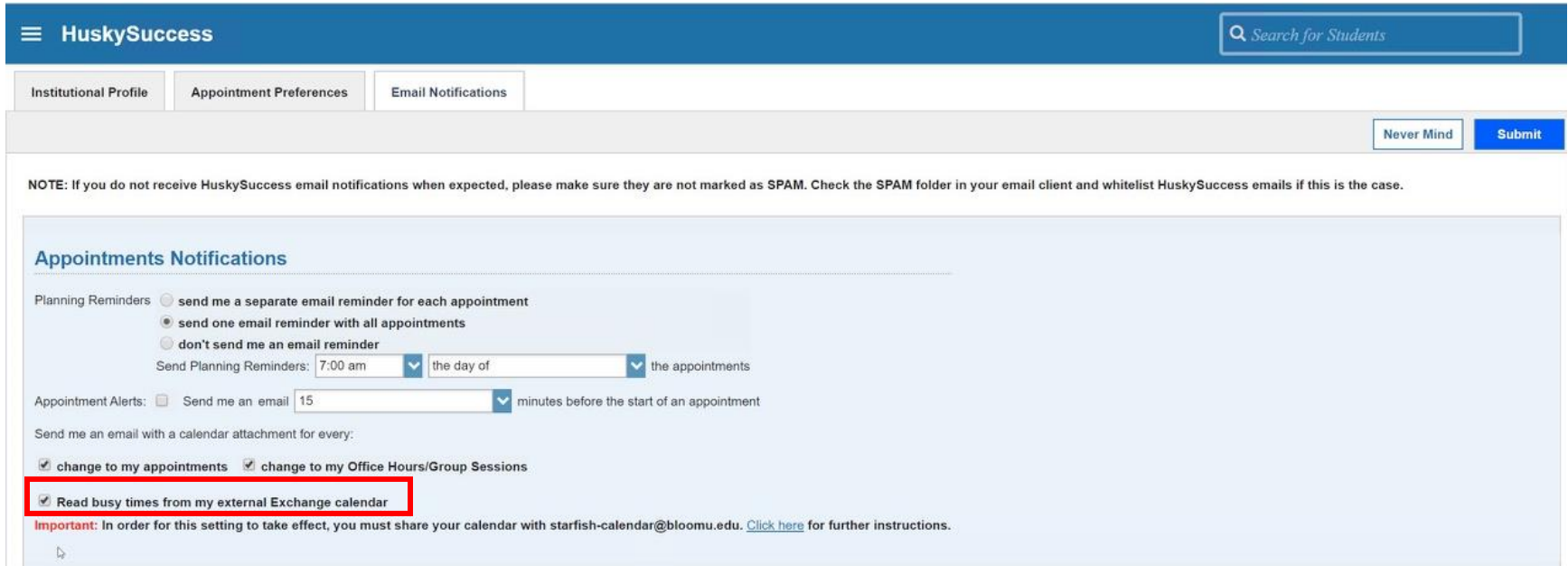


2. Click on the arrow next to your name, then click on Email Notifications in the drop-down menu.

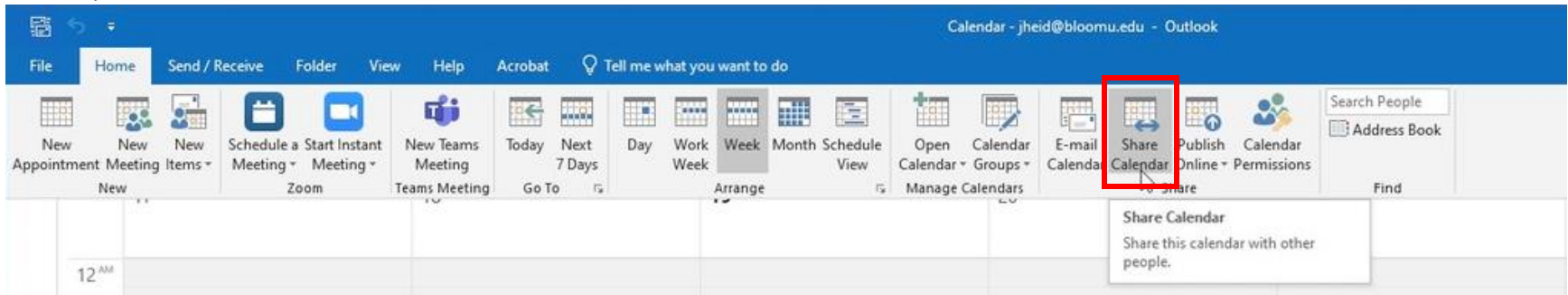


# HuskySuccess Calendar Integration

- 3. Click the 'Read busy times from my external Exchange calendar' checkbox.

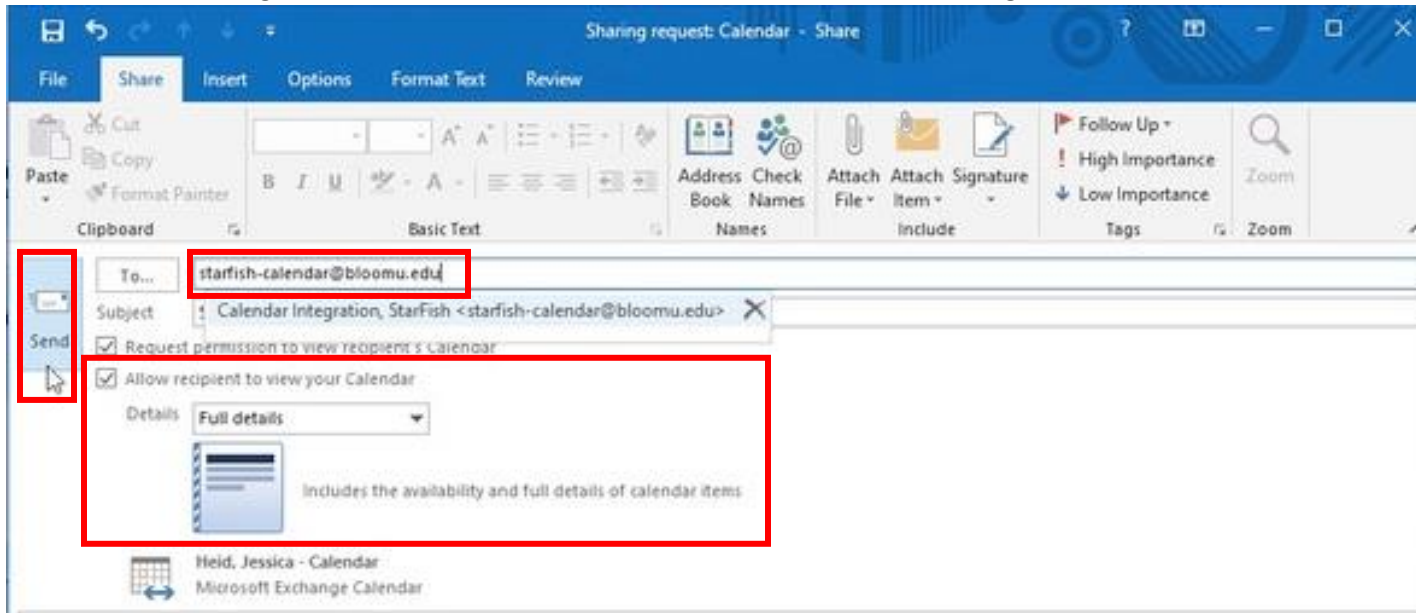


- 4. Go into your work calendar in Outlook. For Microsoft 365, click on the 'Share Calendar' icon.



## HuskySuccess Calendar Integration

5. Add [starfish-calendar@bloomu.edu](mailto:starfish-calendar@bloomu.edu) in the To line, click the 'Allow recipient to view your Calendar' checkbox, and set Details to 'Full details' before clicking 'Send'. **NOTE:** You *must* set Details to 'Full details' or the integration will not work.



6. Go back to your Email Notification page in HuskySuccess and click 'Submit' to save your settings.



7. Having trouble? Contact [HuskySuccess@bloomu.edu](mailto:HuskySuccess@bloomu.edu)