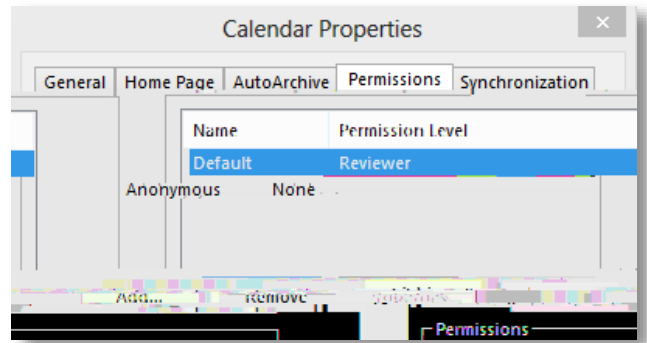


Configuring Email Notifications in Starfish

(Outlook 2003, 2007, 2010, 2013, 365)

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



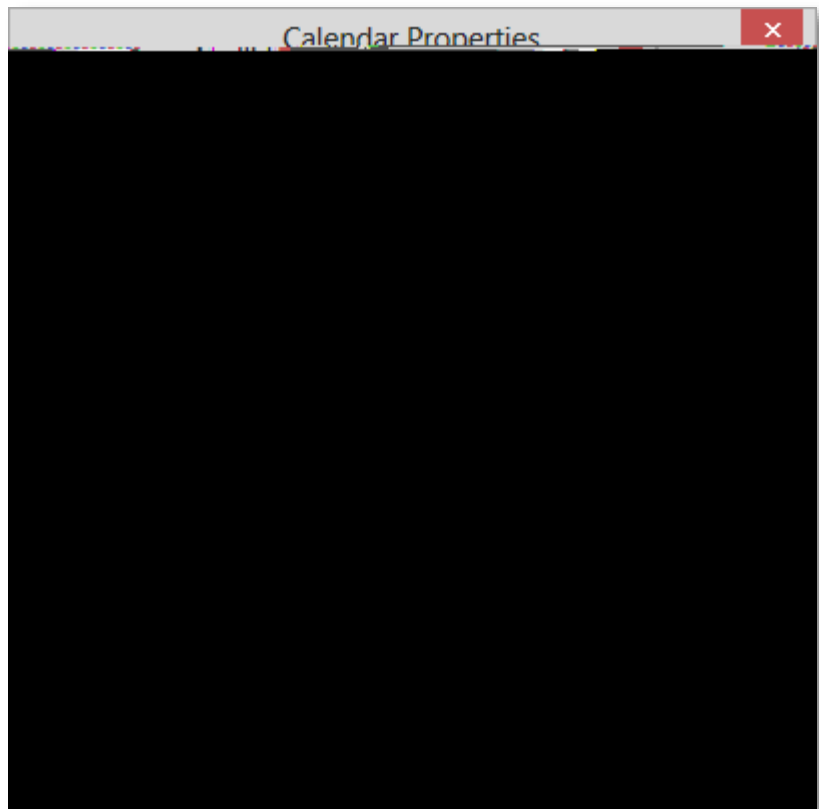
4. Search for Starfish in the Global Address List and select the Starfish entry.

5. Click the **Add ->** button at the bottom of the **Add Users** window.

6. Click the **OK** button.

7. Select the entry for Starfish 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:

Read = Full Details
Delete Items = None
Other = Folder visible

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

Questions? Please contact advising@radford.edu

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4. Search for Starfish in the Global Address List and select the Starfish entry.
5. Click the **Add** ->

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