





Syncing MyPLAN with your 365 Calendar

The following outlines the steps to sync your MyPLAN calendar with your Microsoft 365 calendar. This will allow both systems to ‘talk’ to each other, allowing appointments to push from one calendar to the other. Please note, there will be a short delay after an appointment is scheduled to allow the other calendar to update the information.

1. Log into MyPLAN and click on the menu (3 horizontal line icon  on the top-left portion of your screen).
2. Then click your Name
3. Click on ‘Email Notifications.’
4. Under ‘Appointment Notifications,’ click on the following boxes (See image below):
 - a. ‘change to my appointments’
 - b. ‘change to my office hours/group sessions’
 - c. ‘Read busy times from my external calendar’
5. Click ‘Submit’ in the top right
6. In Outlook, go to your Calendar (click ‘Calendar’ on bottom left)
7. Under ‘Home’ on the top ribbon, click on ‘Share Calendar’
 - a. In the ‘To,’ type starfishcal@unl.edu
 - b. Under ‘Details:’ select ‘Full Details’
 - c. Click ‘Send’
8. Under ‘Home’ on the top ribbon, click on ‘Calendar Permissions’ (on the far right – icon has two heads and a key)
 - a. Under ‘Permissions,’ search for starfish Calendar Sync. Select this ‘Name’ by clicking on it.
 - b. Under ‘Permission Level’ select ‘Editor’
 - c. Click ‘Apply’ and ‘Ok.’

*** Troubleshooting: Make sure you have selected your ‘unl.edu’ calendar. This is designated as ‘Calendar’ under ‘My Calendars’ on the left.


Search for Students

Institutional Profile | Appointment Preferences | Email Notifications

NOTE: If you do not receive MyPLAN, your Personal Learning & Advising Network email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist MyPLAN, your Personal Learning & Advising Network emails if this is the case.

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: 7:00 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 appointment 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 external calendar

Read busy times from my external Exchange calendar

Important: In order for this setting to take effect, you must share your calendar with starfishcal@unl.edu. [Click here](#) for further instructions.

Calendar - vroof2@unl.edu - Microsoft Outlook

September 08 - 14, 2013

Sharing invitation: Vanessa Roof - Calendar - Share

To: vroof2@unl.edu
 From: starfishcal@unl.edu
 Subject: Sharing invitation: Vanessa Roof - Calendar

Request permission to view recipient's Calendar
 Allow recipient to view your Calendar

Details: Full details
 Includes the availability and full details of calendar items

Vanessa Roof - Calendar
 Microsoft Exchange Calendar

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