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 your name in the top right corner. This will allow you to edit your profile.
2. Click on ‘Email Notifications.’
3. 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’
4. Click ‘Save’ in the top right
5. In Outlook, go to your Calendar (click ‘Calendar’ on bottom left)
6. 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’
7. 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.
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