



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.

My.UNL Academic Portal

Vanessa Roof My Places Home Help Logout

My.UNL My.UNL Help Courses & Organizations Content Collection MyPLAN My.UNL/Blackboard Feedback

Home Appointments Students Services Admin

INSTITUTIONAL PROFILE APPOINTMENT PREFERENCES EMAIL NOTIFICATIONS

Never Mind Save

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 attachment for every:

- change to my appointments
- change to my office hours/group sessions

Read busy times from my external calendar

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

Tracking Item Notifications

Send me a summary email of all tracking item activity:

- Daily at 12:00 AM
- Weekly on Monday at 7:00 AM

Send me an immediate email whenever: an item is raised an item is cleared

You may be notified of tracking items raised for the following rules created by the administrator. Note that for rules with emergency notifications, your personal notification preferences will be overridden and you will always be notified immediately when a tracking item is raised for that rule.

Name	Category	Description
Three Flag Threshold	EXPERIMENTAL- FLAG	The designated student has been flagged on three occasions by their instructors.

Calendar - vroof2@unl.edu - Microsoft Outlook

Home Send / Receive Folder View Adobe PDF

New Appointment Meeting Items New Online Meeting Today Next 7 Days Day Work Week Month Schedule View Open Calendar Groups E-mail Calendar Share Publish Calendar Permissions Find a Contact Address Book

September 2013

September 08 - 14, 2013

Sharing invitation: Vanessa Roof - Calendar - Share

To: vroof2@unl.edu
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 item

Vanessa Roof - Calendar
Microsoft Exchange Calendar

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