

MU CONNECT – Outlook/Exchange Integration Mac Directions

Easier than ever to connect with your students



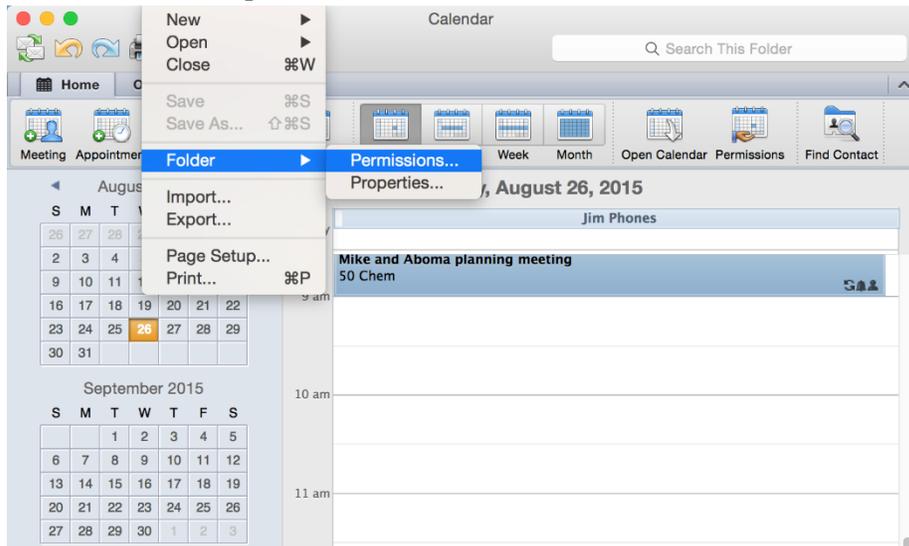
MU Connect

University of Missouri

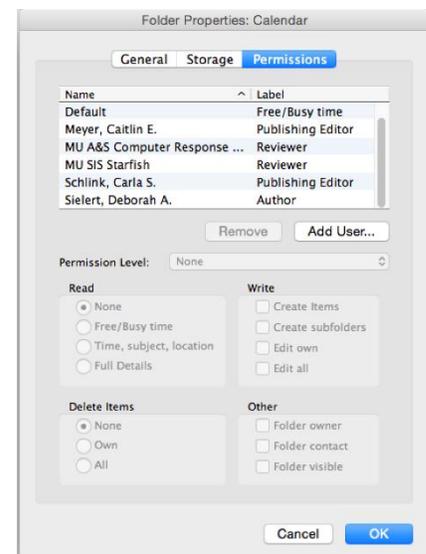
Welcome to MU CONNECT – Outlook/Exchange Integration Directions

In this guide, you will learn how to integrate your MU Connect and Outlook calendars on an Apple computer.

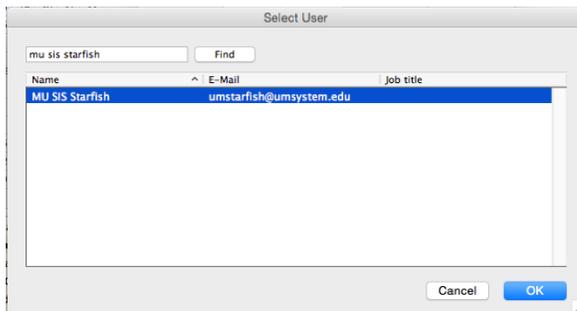
1. Restart Microsoft Outlook. (If you have Outlook open on your computer, please close it and reopen to start a new session of Outlook).
2. In Outlook, select your “Calendar” and confirm you have your default calendar highlighted (Blue highlight on left side under My Calendars). Then select File->Folder->Permissions.... Alternately, you can click on the Permissions picture on the ribbon bar as well.



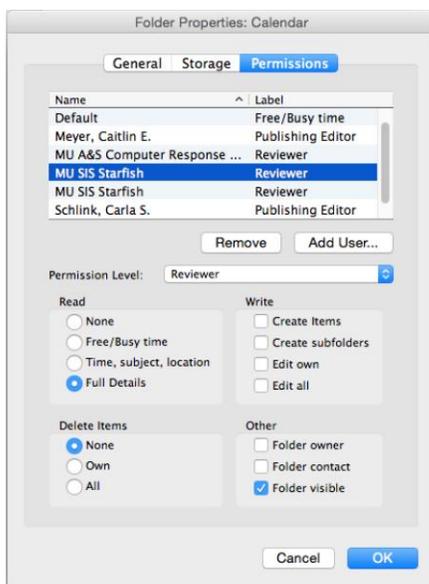
3. This will bring up the Folder Properties: Calendar dialog box. Here you must click on the Add User... button.



- The next dialogue box will have the option find the user, enter MU SIS Starfish in the box next to the Find button and then click on Find. Select MU SIS Starfish to highlight the MU SIS Starfish user and click OK.



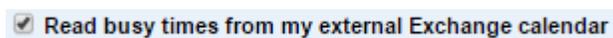
- Set Permissions for MU SIS Starfish to Reviewer and click OK.



- Go to <http://muconnect.missouri.edu>
- Log in via your preferred method using your PawPrint and password.
- Click your name in the upper right hand corner to get to your profile



- Click on the "EMAIL NOTIFICATIONS" tab.
- Check the box:



NOTE: If you do not receive MU CONNECT email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist MU CONNECT 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
 Success Network Updates: Send me a weekly status update about my Success Network
 Read busy times from my external Exchange calendar
Important: In order for this setting to take effect, you must share your calendar with umstarfish@umsystem.edu. [Click here](#) for further instructions.

Never Mind Submit

11. Click the Submit button.

The initial sync of your outlook calendar could take anywhere from 15-30 minutes in MU Connect. Once your calendar is in sync, additional appointments made in outlook should show up in MU Connect almost instantaneously.

Quick Tip:

To have the office hour blocks not block out your outlook calendar but show as time available to students "Decline > Do Not Send a Response" when you receive the outlook calendar request. If you do this they hold in MU CONNECT for the student to see but doesn't bog down your outlook calendar and shows this time as free to others. If you click "Accept" of your office hour blocks will block out your outlook calendar and show this time as busy.



For additional questions...

You can reach us at muconnectsupport@missouri.edu.

You can find detailed resources at muconnect.missouri.edu

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