

MU CONNECT – Outlook/Exchange Integration PC Directions

Easier than ever to connect with your students

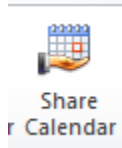


MU Connect
University of Missouri

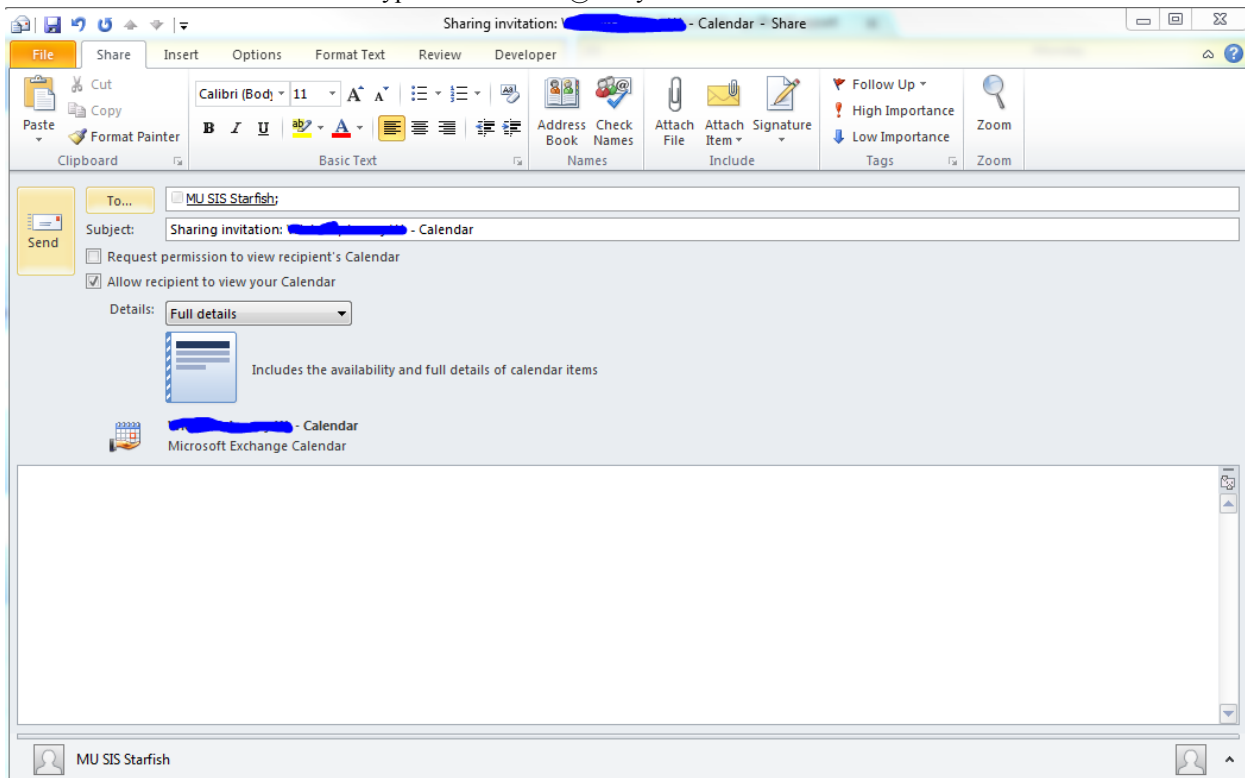
Welcome to MU CONNECT – Outlook/Exchange Integration Directions

In this guide, you will learn how to integrate your MU Connect and Outlook calendars on a Microsoft 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, highlight your Calendar and Click the “Share Calendar” icon on your toolbar at the top of your screen.



3. In the “To:” section either type in umstarfish@umsystem.edu or search for the user “MU SIS Starfish”



4. Select “Full details” in the drop-down next to Details:
5. Click the “Send” button.
6. Click OK
7. Go to <http://muconnect.missouri.edu>
8. Log in via your preferred method using your PawPrint and password.
9. Click your name in the upper right hand corner to get to your profile



Hello,
Truman Tiger

[Click to view or edit your profile.](#)

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

Read busy times from my external calendar

Home Appointments ▾ Students ▾ Services Admin Hello, [redacted] [help](#)

INSTITUTIONAL PROFILE APPOINTMENT PREFERENCES **EMAIL NOTIFICATIONS**

[Never Mind](#) [Save](#)

NOTE: If you do not receive Starfish email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist Starfish 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 umstarfish@umsystem.edu. [Click here](#) for further instructions.

[Never Mind](#) [Save](#)

- Click the Save 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 "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.



MU Connect
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For additional questions...

You can reach us at
muconnectsupport@missouri.edu.

You can find detailed resources at
muconnect.missouri.edu

Last Revised 3/25/2016

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