



## Connecting a Star Café Calendar to Outlook

### A. Summary:

You can view a Star Café calendar directly in your Outlook program (though with limited calendar functionality). This Star Point describes the process for connecting a Star Café calendar to Outlook.

### B. Key Points:

- Star Café calendars can be viewed in Outlook
- When viewed in Outlook, Star Café calendars have limited functionality
- The process of connecting your Star Café calendar to Outlook takes only a couple of steps, and is initiated when viewing the Star Café Calendar Page
- You can review the *Path* (video) called [Connecting a Star Café Calendar to Outlook and Viewing Multiple Calendars](#) for more information
- For corrections, updates, or clarifications on this Star Point, please email [Seth Horwitz](#)

### C. Details:

Like all of Star Café Rooms, calendars in the Star Café are based on Microsoft SharePoint software. In addition to viewing these calendars when in the Star Café, you can also view them within your Outlook software.

When viewing a Star Café calendar via Outlook, however, you have less functionality than you do with your “regular” Outlook calendar. This is because Star Café calendar information is still **stored** in SharePoint – even though Outlook can **view** it. Specifically, you can create, delete or modify an event in either the SharePoint version or the Outlook version of a specific calendar, and that change will be reflected in the other version. However, many of the functions in Outlook (such as assigning colors to particular events) will not transfer to SharePoint. And many of the special capabilities offered by SharePoint (such as special views and additional fields) will not transfer over to Outlook. Even with these limitations, however, it may still be desirable to view a Star Café calendar via Outlook. In particular, you can “overlay” a Star Café calendar viewed in Outlook with other calendars viewed in Outlook. (Instructions for doing so can be found in the video *Path* called [Connecting a Star Café Calendar to Outlook and Viewing Multiple Calendars](#).)

To connect a Star Café calendar to Outlook, complete the following steps.

1. From the Star Café Calendar Page, click on the **Actions** tab and select the **Connect to Outlook** option.



2. Outlook will then prompt you to confirm that you really do want to "Connect this SharePoint Calendar to Outlook". Click **Yes**.



3. If prompted, enter your User Name in the form **AFSC\username**, and your AFSC Password,

The SharePoint calendar will now appear as a new calendar in Outlook next to your personal calendar. The name of the new calendar will also be listed in your list of "Other Calendars" on the left. (You may have to scroll down to see this.) Information about how to select and de-select calendars, as well as how to overlay multiple calendars together, can be found in the *Path* called [Connecting a Star Café Calendar to Outlook and Viewing Multiple Calendars.](#))

