



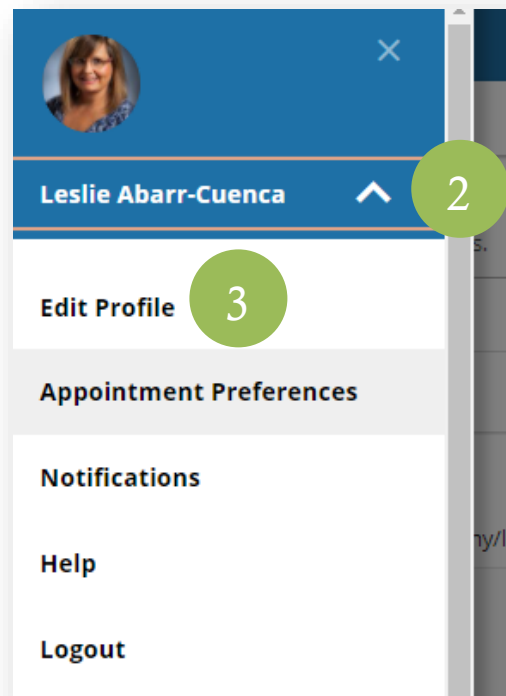
Getting Started: Creating your profile and syncing to Outlook 365

Complete the steps below to set up your profile and make sure your calendars sync.

Access your Northwest Success 360 account through the Bearcat Log-in page <https://www.nwmissouri.edu/login/> or the Northwest Online navigation.

1. Click the navigation symbol bars in the top left hand corner. This will take you to a drop down menu to navigate Northwest Success 360 pages.
2. Click the arrow next to your name for another drop down menu to set personal preferences and adjust settings.
3. Choose **Edit Profile and customize your profile.**

TIP: You will likely want to share a link with your students to make an appointment with you or read your profile. You can find this link under **Edit Profile** by scrolling down to **Share Links**.



Share Links

Share your appointment and/or profile link with students and other staff members.

 [Show Me How](#)

Link to schedule an appointment with me

<https://nwmissouri.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/485203/schedule>

[Copy URL to clipboard](#)

Make URL available on my profile in the Service Catalog for other staff.

Link to view my profile

<https://nwmissouri.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/485203>

[Copy URL to clipboard](#)

Make URL available on my profile in the Service Catalog for other staff.

4. Next go to **Appointment Preferences**. Under this tab, some of the things you can customize are:
- Appointment preferences/Defaults
 - Scheduling deadlines for appointments
 - Who can manage your calendar
 - Syncing with your Outlook, which is critical for using Northwest Success 360-
You must check the box to allow Northwest Success 360 to read busy times from your Outlook Calendar.
 - Your office location

Calendar Sync
Sync calendar items between your external calendar to your Northwest Success 360 calendar.

Northwest Success 360 Calendar Sync
Select options to sync **from** your Northwest Success 360 Calendar **to** your External Calendar

Email me calendar attachments for every:

- Appointment change
- Change to my Office Hours and Group Sessions

External Calendar Sync
Sync busy times **from** your External Calendar **to** your Northwest Success 360 Calendar

Outlook Calendar Sync
▲ Important: You must share your calendar with starfish@nwmissouri.edu. [Click here](#) for further instructions.

- Allow Northwest Success 360 to read busy times **from** my Outlook Calendar

My Locations
Customize your appointment locations.

+ Add Location

Name	Type
Zoom Meeting Instructions Please join me at: https://zoom.us/my/lesliecuenca	Online
SSC, 2nd Floor Owen's Library Instructions Check in at the front desk.	Office
Bearcat Arena	Elsewhere

5. And finally, **go to Notifications**
- Here you can adjust all your notifications from NW Success 360

TIP: Your next step should be setting up your office hours. Find instructions for this on the Northwest Success 360 webpage.

The Student Success Center is here to help you with a number of things. If you are struggling with NW Success 360, we are happy to meet personally to assist you. Please reach out to us via email or phone.

Student Success Center | studentsuccess@nwmissouri.edu | 660.562.1695