

CALENDAR FREE/BUSY OPTIONS

When Calendar items are being shared with other personnel in a organization, there may be times when the other person needs to see more than one month's worth of appointments. In order to accomplish this, the number of months has to be specified under the Free/Busy options. To do this:

- ✦ Click the **Calendar** link in **Outlook**.
- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the list that appears.
- ✦ The **Options** dialog box will appear (see illustration below left).
- ✦ Click the **Calendar Options** button in this dialog box.
- ✦ The **Calendar Options** dialog box will display (see illustration below top right).
- ✦ In this dialog box, click the **Free/Busy Options** button.
- ✦ The **Free/Busy Options** dialog box will appear (see illustration below bottom left).
- ✦ In the **Publish ____ month(s) of Calendar free/busy information on the server** area, input the number of months for which others can view the Calendar.
- ✦ Click **OK** three times to exit all the dialog boxes to return to the Calendar window.

