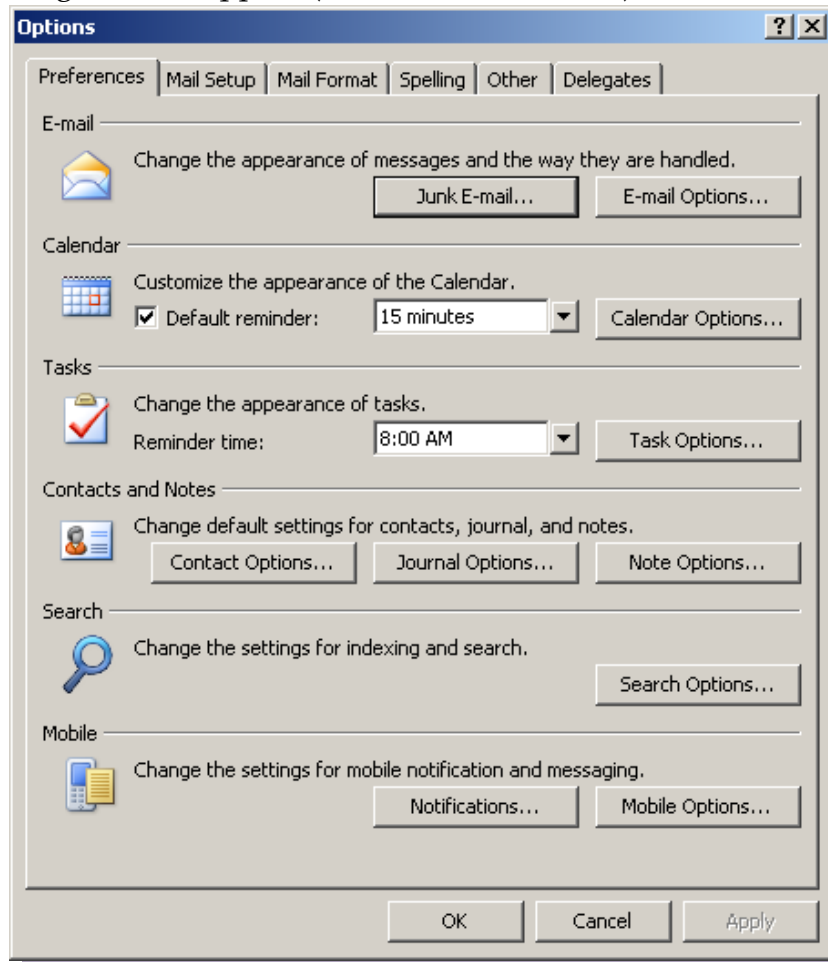


CALENDAR FREE/BUSY OPTIONS

When Calendar items are being shared with other personnel in an 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).



- ✦ Click the **Calendar Options** button in this dialog box.
- ✦ The **Calendar Options** dialog box will display (see illustration top of next page).
- ✦ In this dialog box, click the **Free/Busy Options** button.
- ✦ The **Free/Busy Options** dialog box will appear (see illustration on next page).
- ✦ In this dialog box, click the **Other Free/Busy** button.
- ✦ The **Free/Busy Options** dialog box will display (see illustration on next page).
- ✦ 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.
- ✦ To specify how often this information should be updated, the check box for **Update free/busy information** should be selected.
- ✦ Click **OK** to exit this dialog box.
- ✦ Make any other changes to the Free/Busy options.

✦ Click OK three times to exit all the dialog boxes and return to the Calendar window.

