

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.

- ✦ Click the **Calendar** link in **Outlook**.
- ✦ Click the **File Tab**.
- ✦ In **Backstage View**, click the **Options** button under **Help**.
- ✦ The **Calendar Options** window will display.

Office Account

Options

Exit

The screenshot shows the 'Calendar options' dialog box. It contains several settings: 'Default reminders' is set to 15 minutes; 'Allow attendees to propose new times for meetings' is checked; 'Use this response when proposing a new meeting time' is set to 'Tentative'; 'Add holidays to the Calendar' has an 'Add Holidays...' button; 'Change the permissions for viewing Free/Busy information' has a 'Free/Busy Options...' button; 'Enable an alternate calendar' is unchecked; the language is set to 'English' and the calendar type to 'Gregorian'; 'When sending meeting requests outside of your organization, use the iCalendar format' is checked; and 'Show bell icon on the calendar for appointments and meetings with reminders' is unchecked.

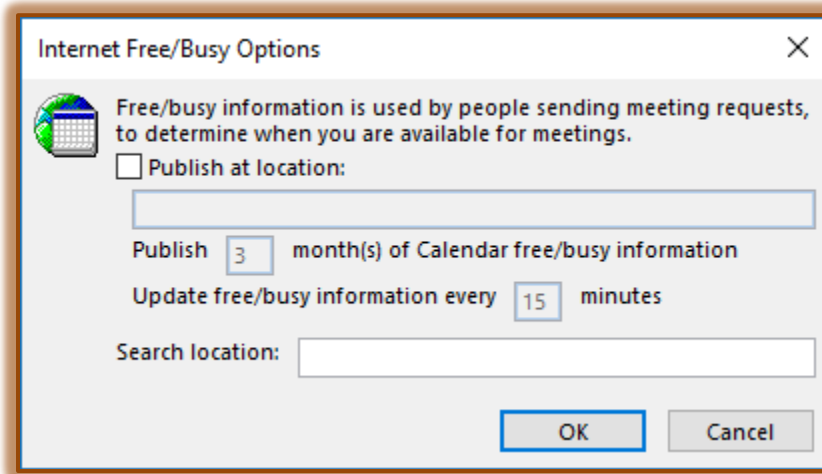
- ✦ Under **Calendar Options**, click the **Free/Busy Options** button.
- ✦ The **Calendar Properties** dialog box will appear.
- ✦ In this dialog box, under click the **Other Free/Busy** button.

The screenshot shows the 'Calendar Properties' dialog box with the 'Permissions' tab selected. It displays a table of permissions:

Name	Permission Level
Default	Free/Busy time
Robert Metz	Author
Information Technology	Reviewer

Below the table are 'Add...', 'Remove', and 'Properties...' buttons. Under the 'Permissions' section, the 'Permission Level' is set to 'Free/Busy time'. The 'Read' section has radio buttons for 'None', 'Free/Busy time' (selected), 'Free/Busy time, subject, location', and 'Full Details'. The 'Write' section has checkboxes for 'Create items', 'Create subfolders', 'Edit own', and 'Edit all'. An 'Other Free/Busy...' button is at the bottom.

- ✦ The **Internet Free/Busy Options** dialog box will display.



- ✦ In the **Publish ___ month(s) of Calendar free/busy information** 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** two more times to exit all the dialog boxes and return to the **Calendar** window.