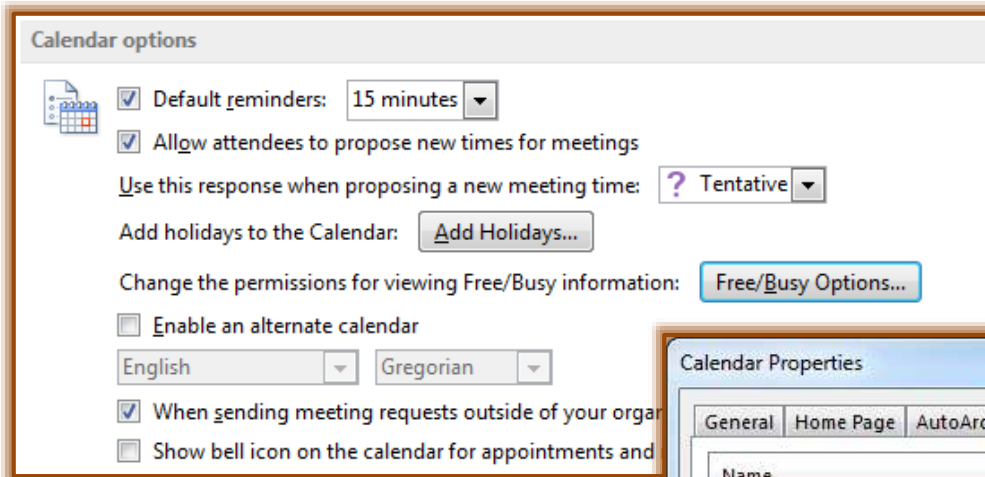


## CALENDAR FREE/BUSY OPTIONS

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 the **File Tab**.
- ✦ In **Backstage View**, click the **Options** button under **Help**.
- ✦ The **Outlook Options** window will display.
- ✦ Under **Calendar Options**, click the **Free/Busy Options** button (see illustration below).



- ✦ The **Calendar Properties** dialog box will appear (see illustration at right).
- ✦ In this dialog box, click the **Other Free/Busy** button (see illustration at right).
- ✦ 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.
- ✦ Clicks **OK** two more times to exit all the dialog boxes and return to the **Calendar** window.

