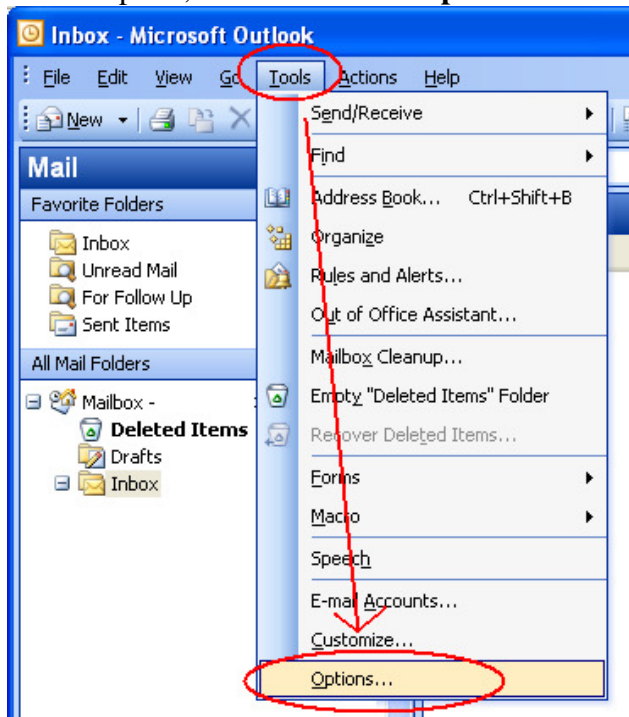


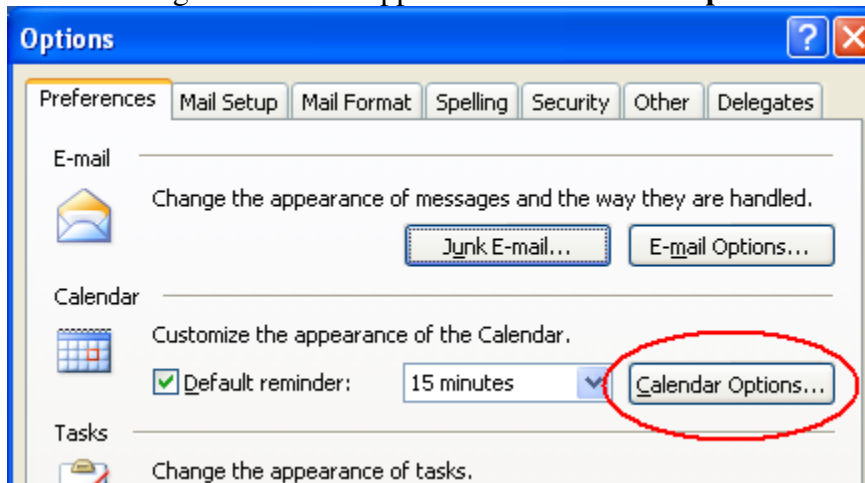
Tutorial: Increase Free/Busy Time

By default, Outlook is set to publish 2 months of a user's free/busy time to the Exchange server. This can pose problems to other users if they are planning meetings further in advance than 2 months. To solve this issue, the invitee must increase their free/busy time. The following tutorial will show you how to do this.

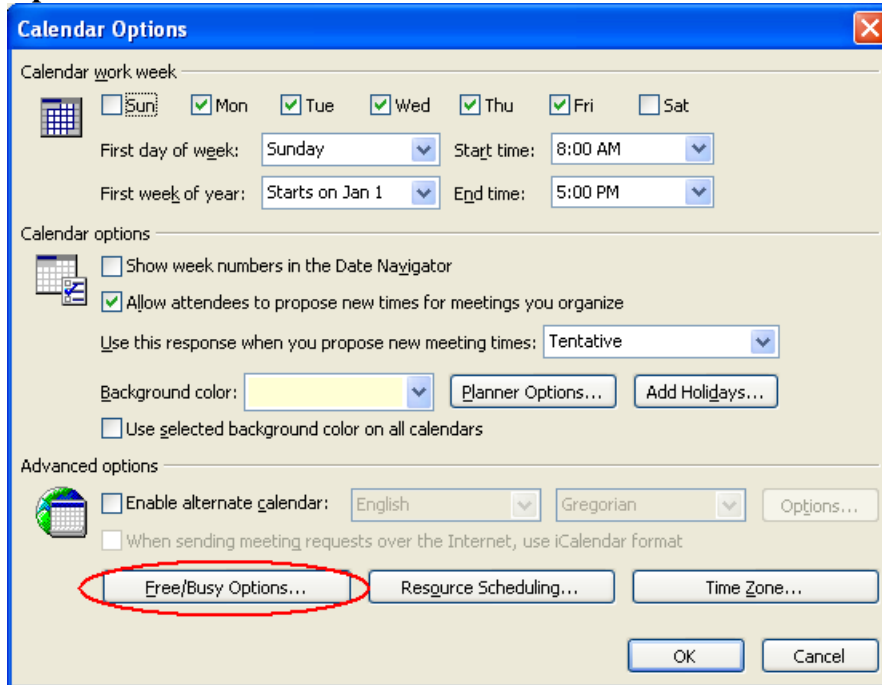
1. Open Outlook and login.
2. At the top bar, click **Tools** then **Options**.



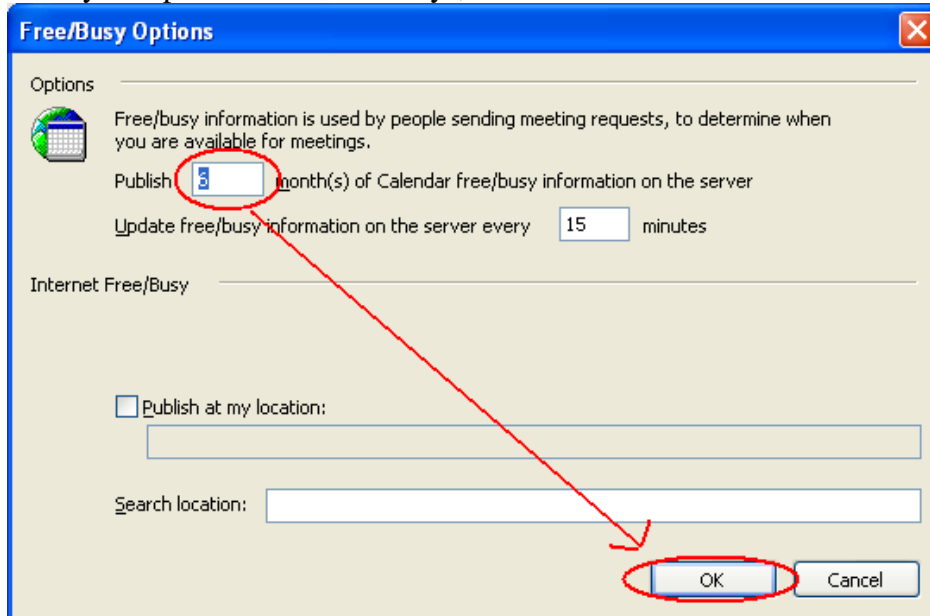
3. The following window will appear. Click **Calendar Options**.



4. The following window will appear. Click the bottom left most button **Free/Busy Options...**



5. The following window will appear. The first field allows you to change the number of months that Exchange will publish your free/busy information. A suggested amount of time to be published is 6 months rather than the default 2. Once you input the number of days, click **OK**



6. Click **OK** for the Calendar Options and click **OK** in the Options window. This completes the tutorial.