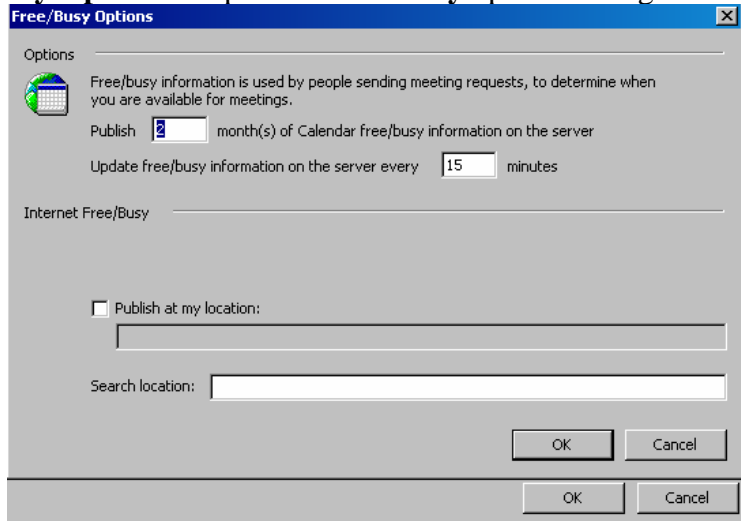


Set Free/Busy Options

Another calendar option that you may wish to change is how much of your calendar you want others users to see. To modify your calendar free/busy options:

1. In the **Calendar Options** dialog box, in the **Advanced Options** section, click **Free/Busy Options** to open the **Free/Busy** options dialog box.



2. To modify how many months of free/busy data is available on the server, enter a number in the **Publish X Months(s) of Calendar Free/Busy Information** on the text box.

Note: While two months of calendar free/busy data is shown by default users can publish a total of 36 months.

3. To modify how often Outlook automatically updates your free/busy information, enter a number in the Update Free/Busy Information every **X** minutes in text box.
4. Click **OK**, as necessary, to modify the free/busy options and to close any open dialog box.