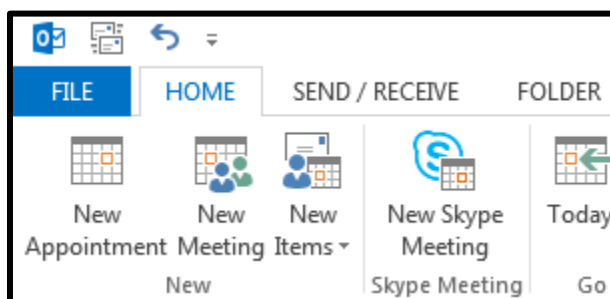


## Outlook Appointments – All Day Events, Updating Availability

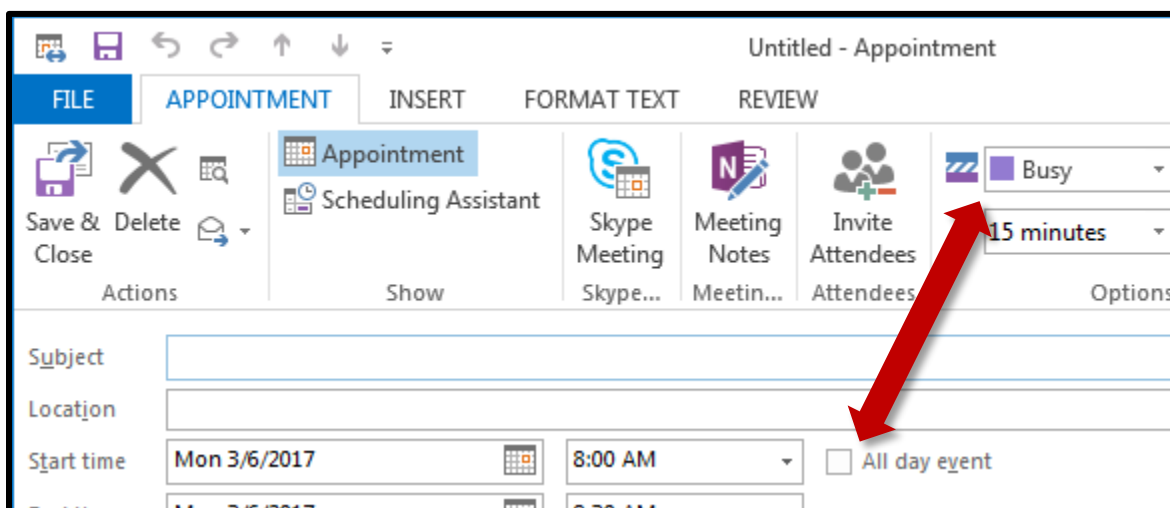
### Outlook Desktop

When you create an appointment (such a conference out of the area) in your Outlook calendar and set it to an all day event, your availability is set to Free. This can create a conflict when other people wish to invite you to a meeting and your calendar shows you as Free.

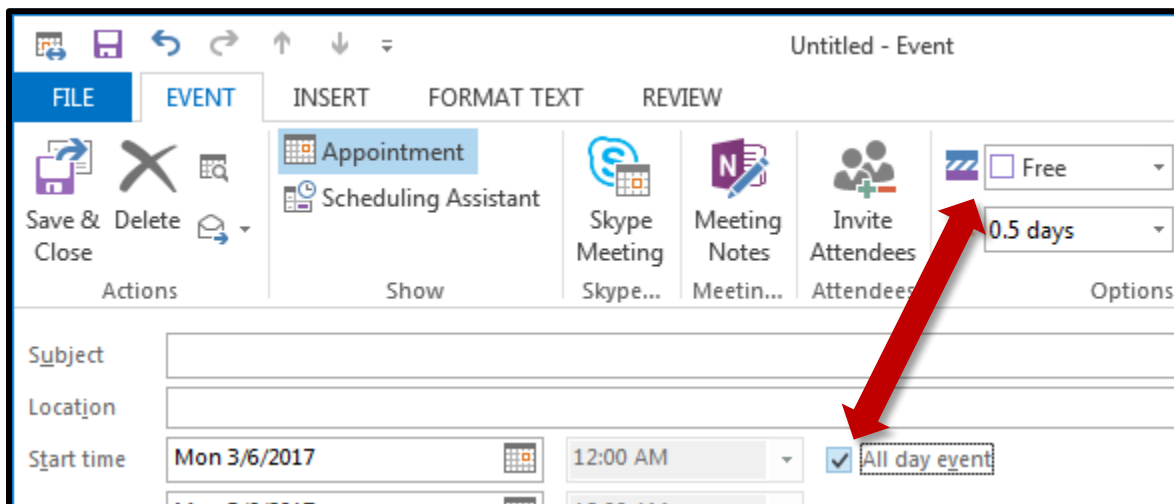
1. In your Outlook calendar, click **New Appointment**.



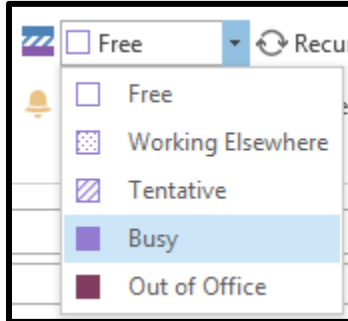
2. Notice that your availability is set to **Busy** when **All day event** is unchecked.



3. As soon as you check All day event, your availability is set to **Free**.

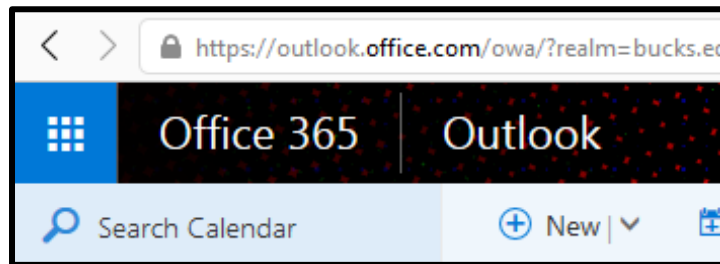


4. Click the dropdown menu and change Free to either **Busy** or **Out of Office**. Add any other details and save your appointment when you are completed. You will no longer appear as Free when others are trying to invite you to a meeting. **Note:** If you already have an all day event appointment added to your calendar, you can double click on it to update your availability to Busy or Out of Office.



## Office 365

1. In your Outlook calendar, click **New** to create a new appointment.



2. When you select **All day**, update your **Show as** from Free to **Busy** or **Working elsewhere**. Add any other details and save your appointment when you are completed.

