## **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.

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FILE	APPOINT	MENT INSERT FO	FORMAT TEXT REVIEW				
Save & Delet	<ul> <li>€</li> <li>€</li></ul>	Scheduling Assistant	Skype Meeting	Meeting Notes	Invite Attendees	Busy 15 minutes	+
Action	15	Show	Skype	Meetin	Attendees	Opt	tions
S <u>u</u> bject							
Locat <u>i</u> on							
S <u>t</u> art time	Mon 3/6/	/2017	8:00 AM	Ŧ	All day	/ e <u>v</u> ent	

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

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FILE	EVENT	INSERT FO	ORMAT TE	CT REV	IEW				
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S <u>t</u> art time	Mon 3/6/	2017		12:00 AM	*	All day	r event		

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.

✓ All day Private		
Repeat		Save to calendar
Never	•	Calendar 👻
Reminder		Show as
None	•	Busy 👻
Add an email reminder		✓ Free
	٨	Working elsewhere
	17/	Tentative
		Busy
		Away