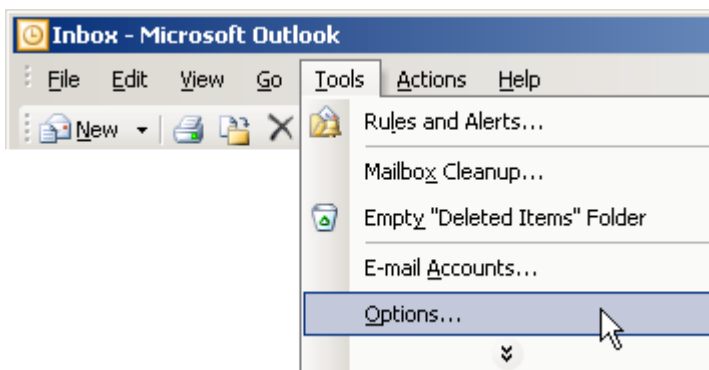


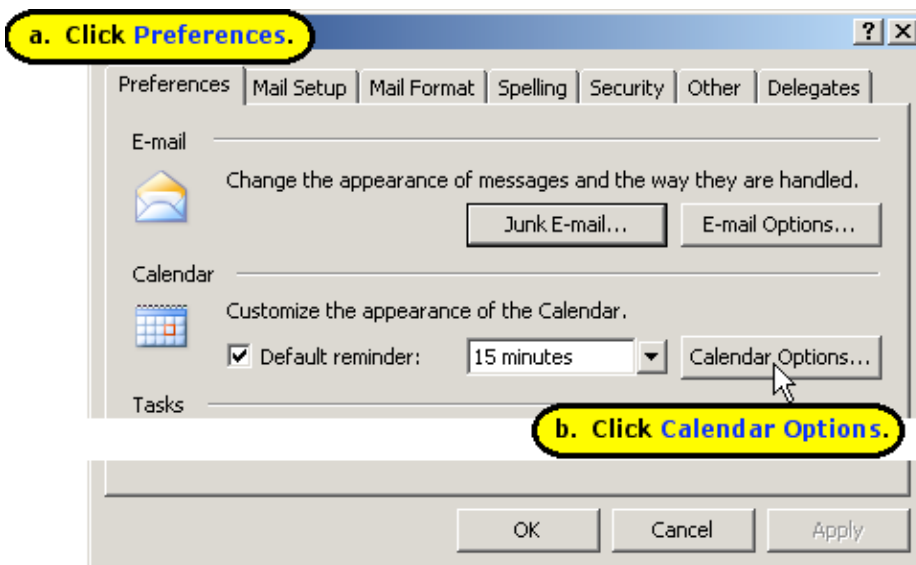
When scheduling meetings, you can determine the availability of most other ITCS Exchange Service users – both their free time and when they’re busy. However, some people may prefer to not have their free and busy times available to others.

To configure Outlook so that others cannot determine your availability:

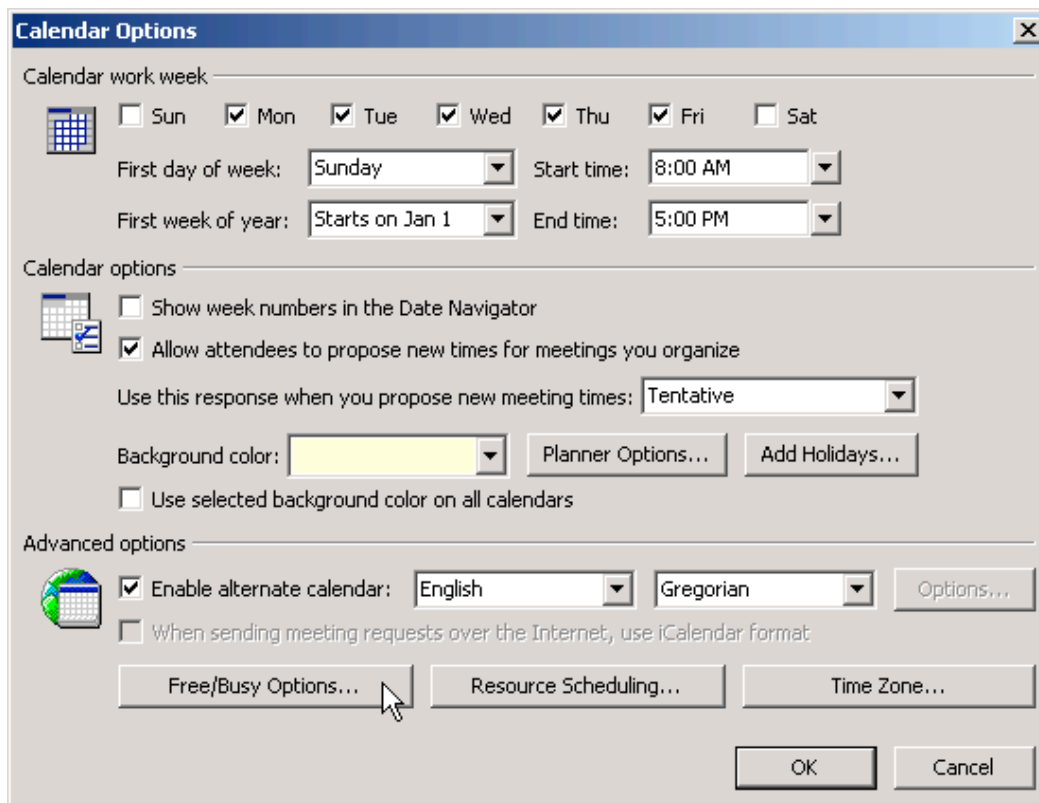
1. Under the Tools menu, select **Options**.



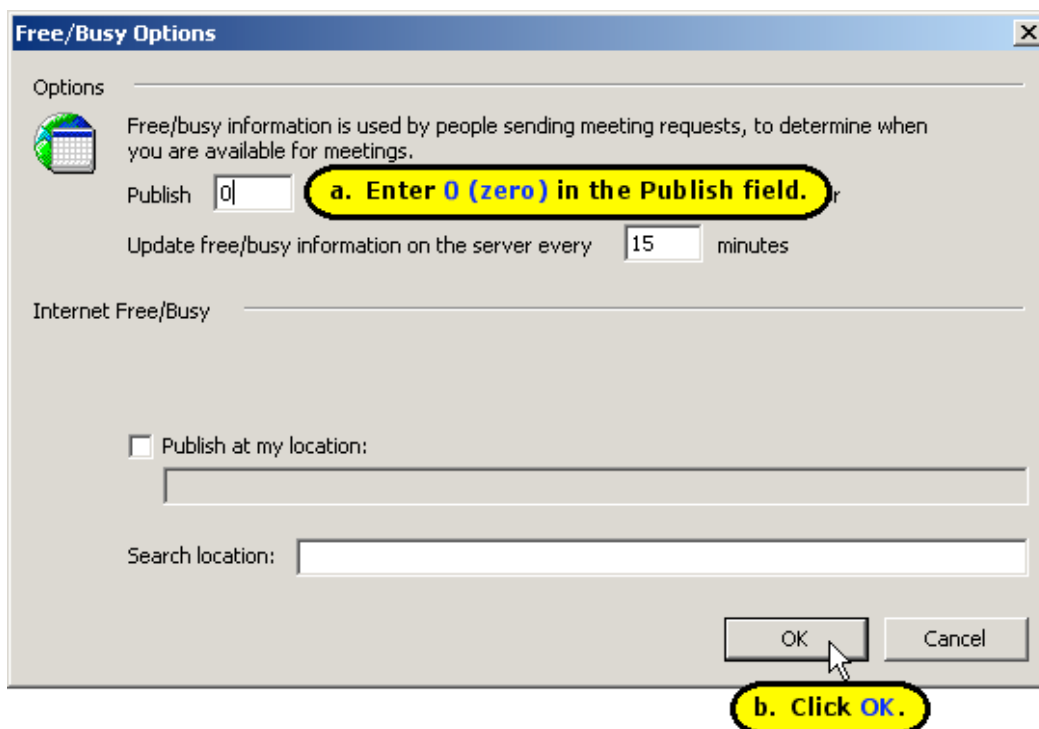
2. In the Options window:



3. In the Calendar Options window, click **Free/Busy Options**.



4. In the Free/Busy Options window:



5. Close the Calendar Options and Options windows by clicking **OK**.