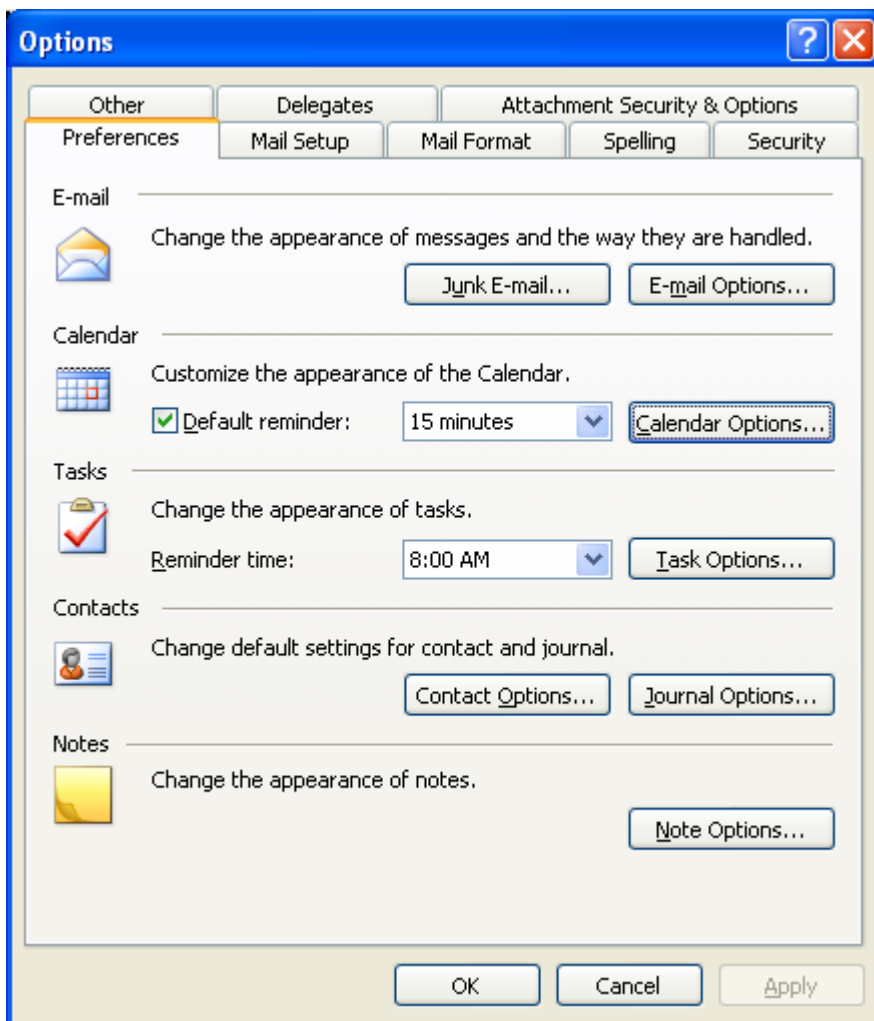


Outlook Calendar Scheduling Option Change

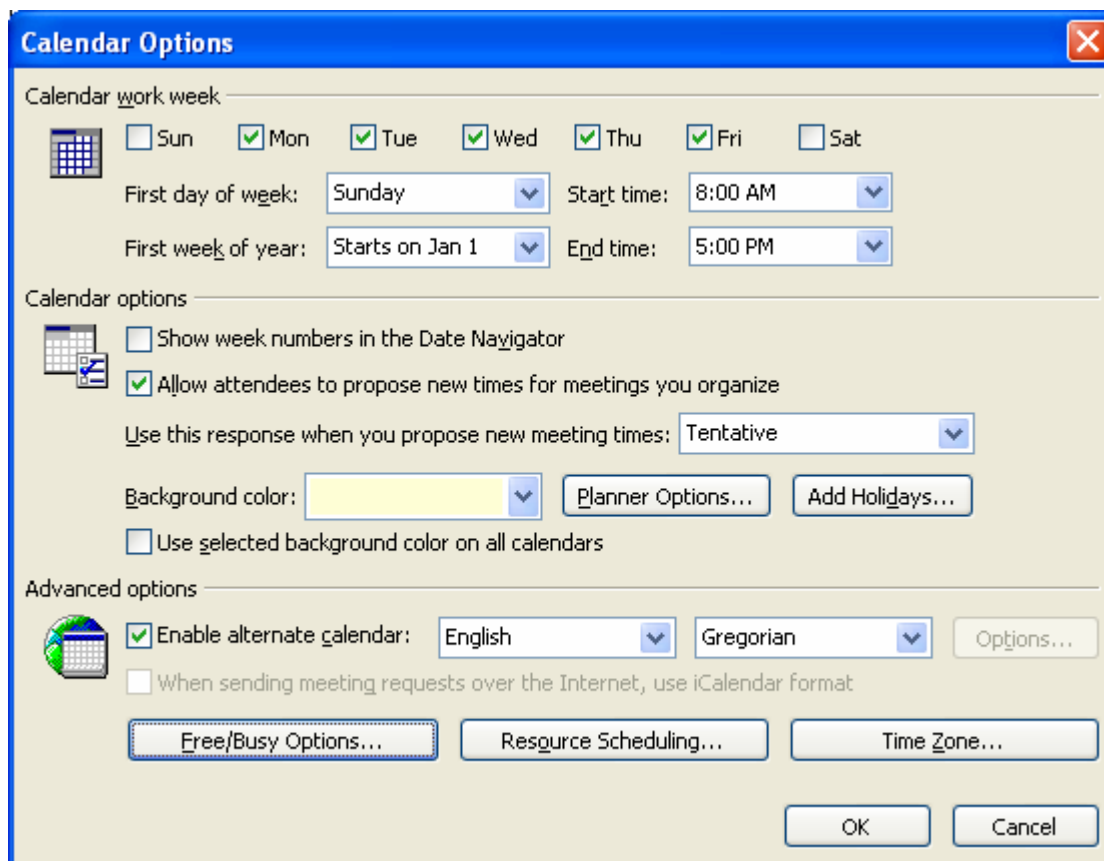
Outlook has a setting that allows other users that schedule appointments with you to view your availability for only 2 months by default. Meaning, if someone is trying to schedule an appointment that's more than 2 months out, they won't be able to see if you have anything that's conflicting. Changing this setting will allow the person that's making the appointment to view your availability without getting a "No information" in the availability view.

To make this change please do the following:

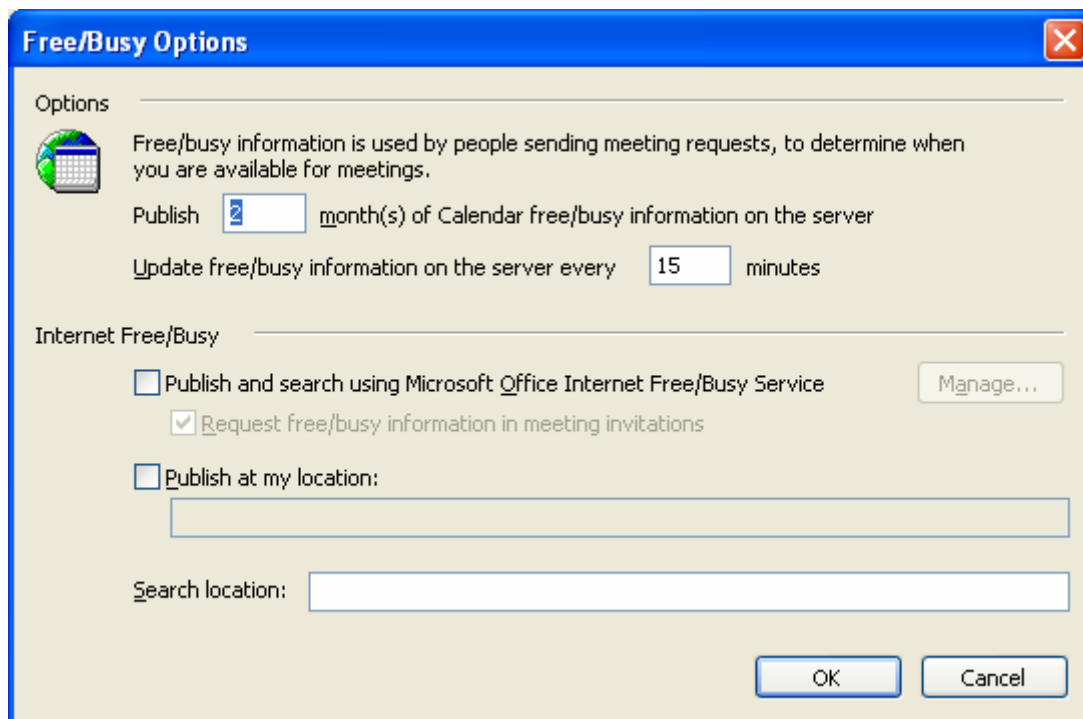
1. Open Outlook
2. Click on 'Tools', and then 'Options...'
3. Click on the 'Preferences' Tab, and then click on the 'Calendar Options' button.



4. Click on the 'Free/Busy Options...' button.



5. Change the 'Publish __ month(s) of Calendar free/busy information on the server' to whatever length of time you would like. Most people should be fine with 6 months.



6. Click OK 3 times.