

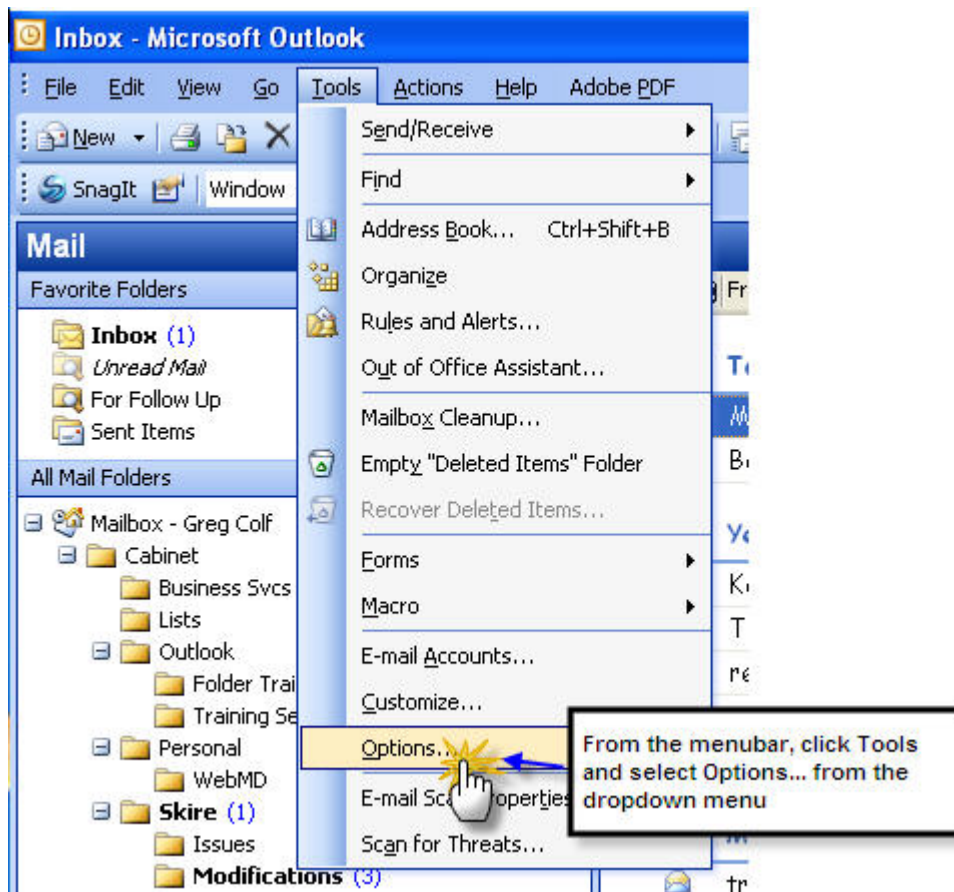
# Modify your Free/Busy Search

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Do you schedule or receive meeting requests more than two months in advance? If so, you may have noticed that the free/busy search shows **No Information** for one or more of your meeting attendees when you try to schedule the meeting. This is because the default number of months for publishing calendar information is 2 months. The result...if someone tries to schedule an October meeting with you in August, they won't be able to see if you are available. For the attendee, this means you may receive overlapping meeting requests.

## The Solution:

Modify the number of months you publish to the free/busy server. The screen shots and instructions for changing this setting are listed below:



# Options



Preferences Mail Setup Mail Format Spelling Security Other Delegates

## E-mail



Change the appearance of messages and the way they are handled.

Junk E-mail...

E-mail Options...

## Calendar



Customize the appearance of the Calendar.

Default reminder: 15 minutes



Calendar Options...

## Tasks



Change the appearance of tasks.

Reminder time: 8:00 AM

Click the Calendar Options button

## Contacts



Change default settings for contact and journal.

Contact Options...

Journal Options...

## Notes



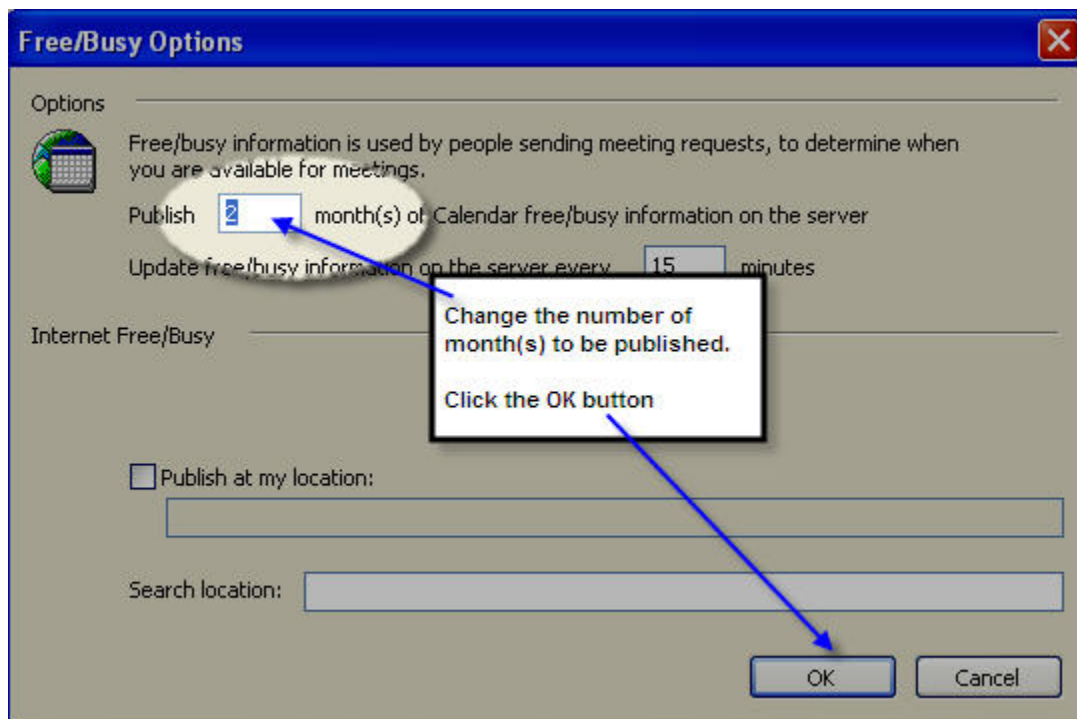
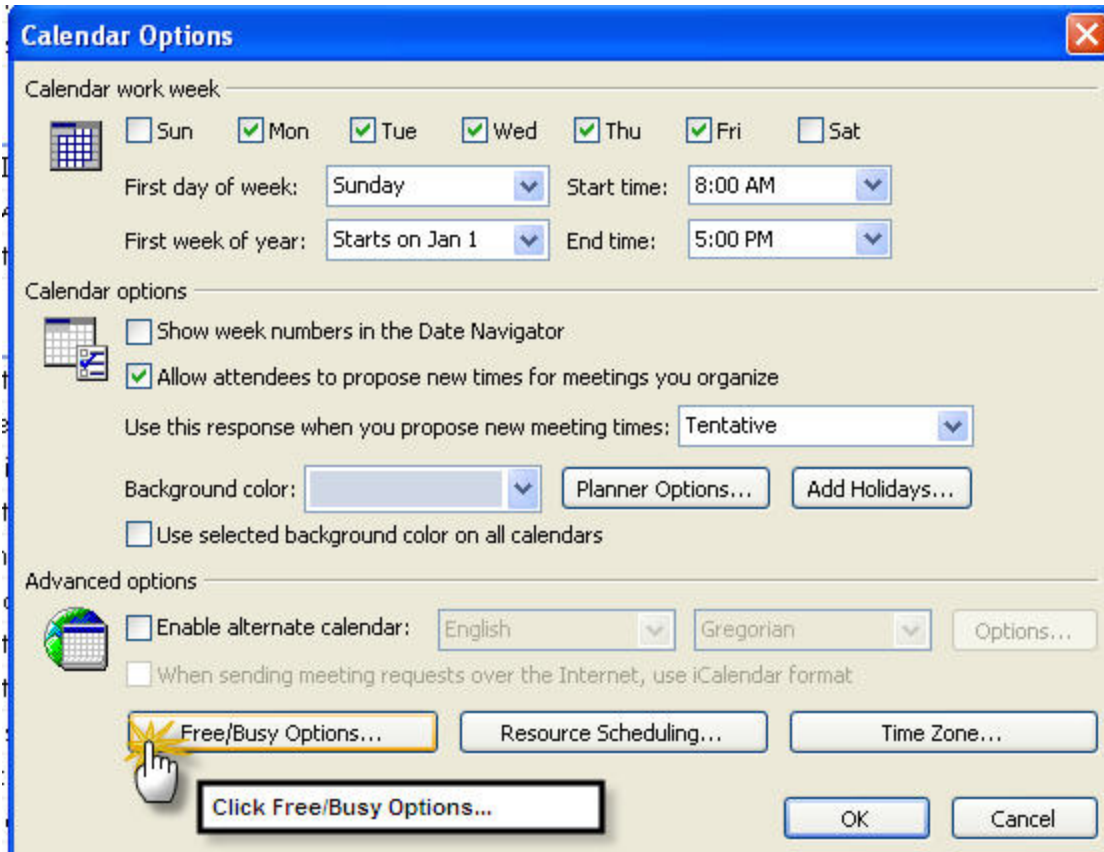
Change the appearance of notes.

Note Options...

OK

Cancel

Apply



Click the OK button on the Calendar Options dialog box.

Click the OK button the Options dialog box.

CONGRATULATIONS! Your free/busy search has been updated.