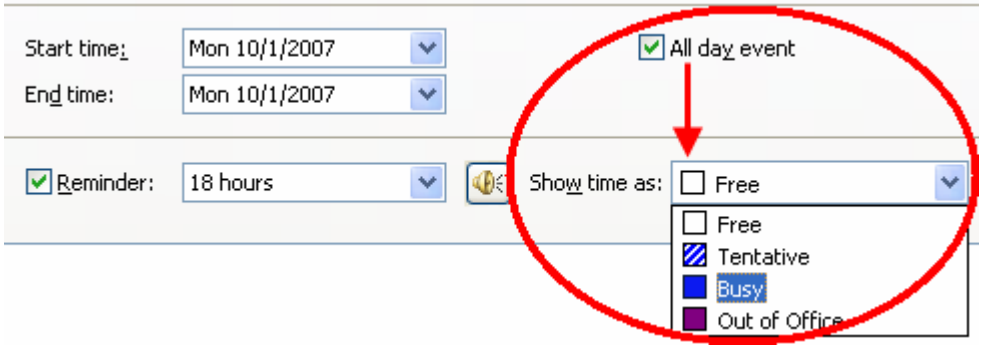
Tuesday TechTips:

Outlook Free/Busy time:
Did you know when you create an all-day appointment in your Outlook calendar, by default, the "show time as" is set to free? Scheduling appointments and meetings on your calendar not only assists you but also assists others in knowing when you are available.

Bottom Line:
If you schedule a day-off or are going to be in an all-day meeting be sure to mark the time as "Busy" or as "Out of Office" so others know you will be unavailable that day. This setting assists others in scheduling meetings.

Schedule an All day event and set as Busy (or Out of Office):

1. Open Outlook → New Appointment
2. Click the checkbox next to "All day event"
3. Pull down the *Show time as* menu, select Busy or Out of Office.



For additional tips, check out the Technology Solutions Center self-service portal at http://help.ccis.edu