

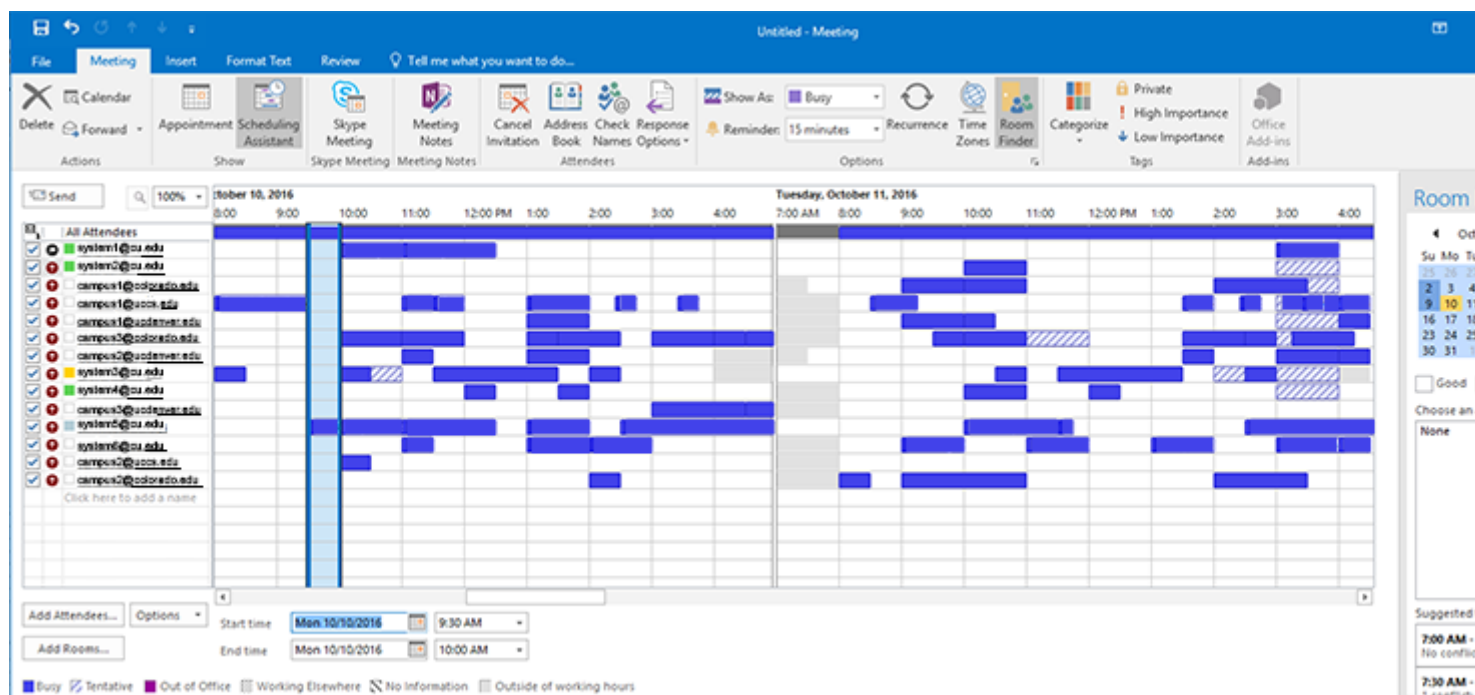
Scheduling meetings with campus staff just got easier with a view into calendar free/busy information [1]

September 21, 2016 by [UIS Communications](#) [2]

In last month's edition of UIS News, we shared how to converse cross-campus using [Skype for Business](#) [3], which was part of UIS's Active Directory upgrade project. Another important part of this project was the ability to see campus free/busy information using your Microsoft Outlook calendar. We're excited to announce that this functionality is now available and System Administration staff can see free/busy information for all campus staff!

To access free/busy information for campus staff calendars, just use your Outlook application like you would on any other invite! No more using third-party applications offering a range of times – just set the appointment and go about your day. This new capability will save significant time for all System Administration staff who need to schedule meetings with campus employees.

What's next for free/busy? Campuses are working toward implementing the ability to see each other's free/busy, giving us another technology tool to help us be four campuses united! If your campus partner asks if this functionality is available on their campus, please direct them to contact their campus help desk.



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