

Title: Checking for User Availability

Subtitle: Online Group Calendar

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Through Online Group Calendar, you can check for the next available time slot on your calendar, and you can check for the next time attendees are available for events. When checking for the availability of other users, the availability of scheduled resources is also checked. To Check for Availability From the **Go to** list, select the calendar you want to use for scheduling the event. The Go to list is in the menu bar on the right side of the window. Click the **Add Event** button. Use the **Suggest a Time** arrows to do one of the following: To locate the next available hour for all attendees and resources, click the **+ Hour** button. To locate an earlier hour, click the **- Hour** button. To locate the next available time on the following day, click the **+ Day** button. To locate an earlier available time on the previous day than the one selected, click the **- Day** button. Continue completing the fields as you want. For more information about scheduling events, see [Scheduling Events Using All Fields and Lists](#). Click **OK**.