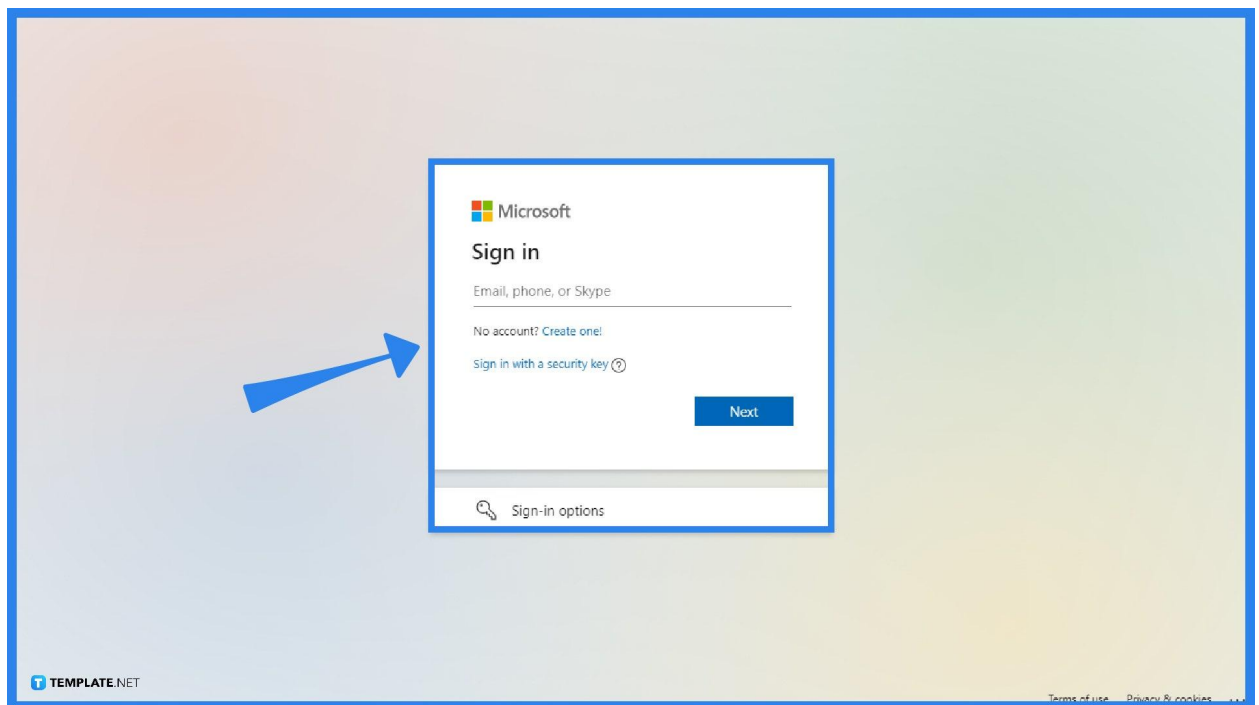


Block out/off time in Outlook calendar, especially when Microsoft Outlook's life organizing features offer a range of tools to keep you organized and on time. With the [Microsoft Outlook](#) calendar feature, you can set your time away from the office while not affecting the free time available on other users' calendars; learn how to block out/off time in Outlook calendar shortly.

How to Block Out/Off Time in Outlook Calendar

In case you get busy or go for a vacation while calendaring sharing isn't enabled and other coworkers don't use [Microsoft Office](#) 365, you can still mark a time away with the Outlook calendar. The key is to insert custom meeting requests to other users' calendars but not in a way where you affect the free time of their calendars; achieve it with these steps:

- **Step 1: Open Your Microsoft Outlook Account**



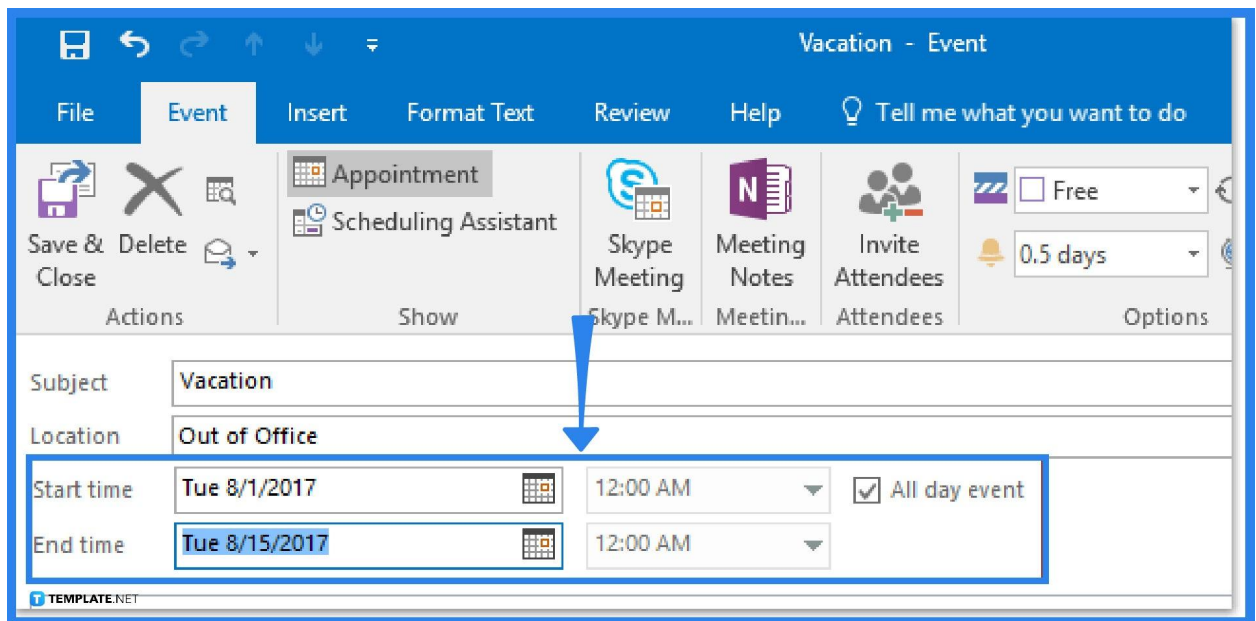
Visit Outlook.com or download the Outlook app from the Microsoft Office 365 subscription. Next, [sign in to Microsoft Outlook](#) by providing your user ID/ email address and password and clicking "Sign in." Once inside, your next goal will either be to block out your vacation using your own calendar or ensure that your coworkers know you will be gone for the holidays or for whatever reason you will be absent and insert a vacation time to their Outlook calendars, which will be discussed in the next steps.



Like other Office productivity tools such as Microsoft Access, SharePoint, Sway, and more, a Microsoft account is needed to access MS Outlook. So make sure you have already signed up for a Microsoft account before opening Outlook.

 **TEMPLATE.NET**

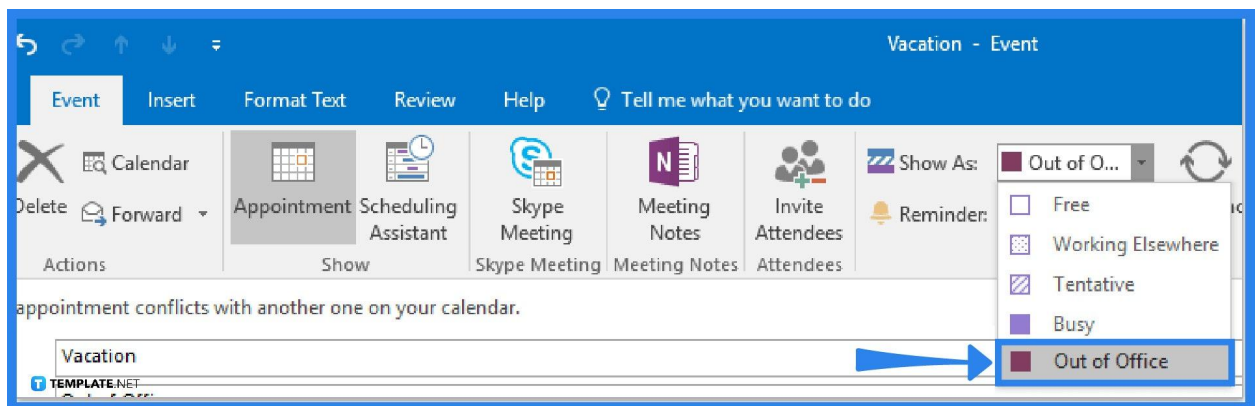
- **Step 2: Block Out Your Vacation in Outlook Calendar**



The screenshot shows the Outlook 'Vacation - Event' form. The 'Event' tab is selected. The 'Start time' is set to 'Tue 8/1/2017' and the 'End time' is set to 'Tue 8/15/2017'. The 'All day event' checkbox is checked. A blue arrow points to the 'Start time' field.

Head to the calendar in Outlook, select "Home," and click "New Appointment." Write the subject and location detailing the insights or explanation about your time off. Denote the block scheduling of your vacation from the Start time box down to the End time box. Check the box beside All day event as well.

- **Step 3: Display that You're Out of Office**



The screenshot shows the Outlook 'Vacation - Event' form. The 'Show As' dropdown menu is open, showing options: Out of Office, Free, Working Elsewhere, Tentative, Busy, and Out of Office. The 'Out of Office' option is selected. A blue arrow points to the 'Show As' dropdown menu.

Click "Show As" from the Event tab to access a drop-down menu. From there,

choose "Out of Office." Do the finishing touches for scheduling until you click "Event" followed by "Save & Close."

- **Step 4: Add Your Vacation to Your Team's Calendars**

The other alternative is to select "Home" and "New Meeting" in your calendar. Type in the focus subject and location on the text boxes provided. The same goes for writing the start time and end time and marking the All day event check box. The different step is that you will now click "Attendees," "Response Options," and clear "Request Responses."

- **Step 5: Finalize Everything**

Under Options, click "Show As" and "Free." Insert the focus details to share with other users and note who to send the information under the To line. Finally, hit "Send." They would now be aware of your scheduled time-off.

FAQs

What is the shortcut to the meeting request in Outlook?

The keyboard shortcut to make a new meeting request in Outlook is Ctrl + Shift + Q.

How do I grey out nonworking hours in the Outlook calendar?

Click "Calendar" from the Outlook options and the Work Time Outlook calendar shading shades the nonworking hours according to the Calendar work time options; just uncheck the FRI checkbox if you don't work on Fridays, perhaps, and set the rest of the schedule.

How do I change the Outlook calendar color?

Select "Calendar Options" on the Preference group of Outlook calendar, pick your preferred color from the Default Color dropdown menu, and tap "OK."

