

## When are Office 365 events treated as busy in OnceHub?

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Office 365 has a number of different availability configurations. This setting can be found by editing an individual event, in the "Show as" field (Figure 1).

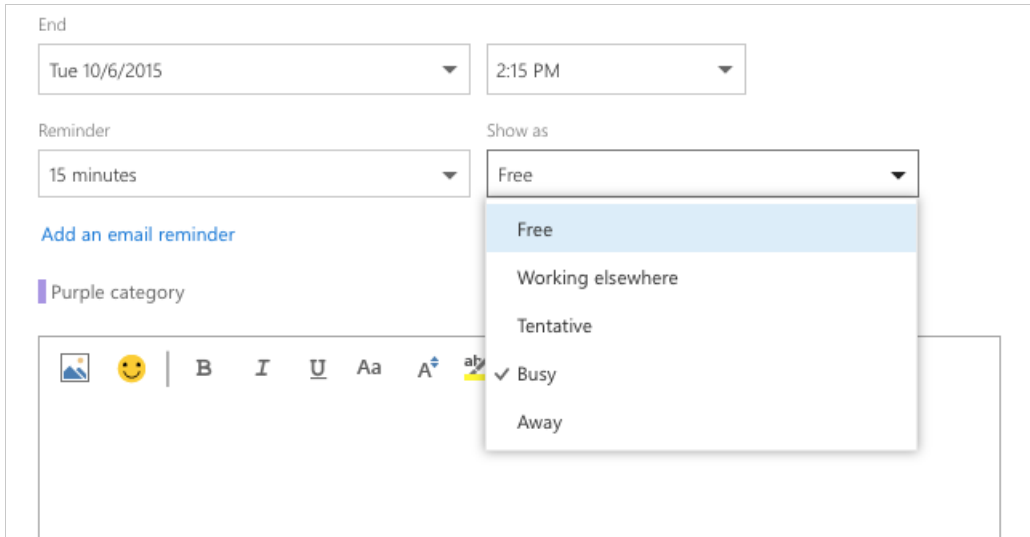


Figure 1: The "Show as" field

1. **Free:** OnceHub will not read this time as busy. This is useful when you want to indicate specific events on your calendar without having those events block your availability.
2. **Working elsewhere:** OnceHub reads this time as busy and blocks availability.
3. **Tentative:** OnceHub reads this time as busy and blocks availability.
4. **Busy:** OnceHub reads this time as busy and blocks availability.
5. **Away:** OnceHub reads this time as busy and blocks availability.

All-day events in Office 365 Calendar are set to Free by default. Regular events are set to Busy by default. [Learn more about Office 365 Calendar with OnceHub](#)