


## When are iCloud events treated as busy in OnceHub?

Last Modified on Sep 27, 2019

 **Note:**

For some users, the free/busy settings are NOT available on [icloud.com](https://icloud.com), on Windows PCs, or the calendar app on Macs. In this case, you can access these settings on your iPhone and iPad.

The setting for busy time in iCloud Calendar is found within calendar event details when you select an event. Click **Edit** and search for the **Show As** setting. The options for this setting are Free and Busy.

- **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.
- **Busy:** OnceHub reads this time as busy and blocks availability.

By default, all-day events are set as busy.

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