

# GSD. Outlook - How to Create an All-day Event in Outlook Web Application

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**Author:** {'link':

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General Information:

Possible symptoms/errors:

Users want to know how to Create an All-day Event in Outlook Web Application

Alternative names of the system:

Outlook 2016

**IMPORTANT NOTICE:**

N/A

Solution:

Events in Outlook such as seminars, trade shows etc. may last all-day or 24 hours or longer. By default, events and annual events do not block your calendar and show your time as busy when viewed by other people. The block of time for an all day event is typically shown as free.

This article shows a guide on how you can create an all-day event in Outlook web application (OWA).

Details:

1. Ask user to go to Office 365 Online Portal then select Outlook icon.
2. Advise user to click on Calendar.
3. Inform user that in Outlook calendar, they have to click New Event to create a new appointment.
4. When user select All day, update your Show as from Free to Busy or Working elsewhere.
5. Ask user to add any other details and click Send or Save to save their appointment when they are completed.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

Microsoft O365 Portal: <https://portal.office.com/>