Holidays are created in your calendar as "all day events". By default all day events are set with the Show As status set to "free" (not "busy" or "out of office").

If you would like the holidays to have a **Show As** set to "out of office" you can change them all by doing the following:

Changing Show As to "Out of Office"

- Display the Calendar.

- From the **File tab**, select **Change View** and select **List**.

- In the header line, click on Categories to group by category. All holidays will be grouped together.

- Right-click anywhere on the header line and select **Field Chooser.**
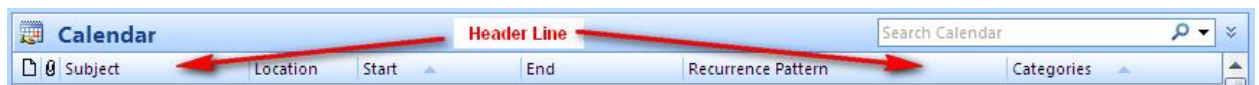
- At the top of the Field Chooser box, click on the down arrow and change the drop-down box to All Appointment Fields.

- Scroll through the list (it is alphabetic) and locate the Show Time As field.

- Drag and drop the **Show Time As** field to the header line. **Show Time As** is added to the header line as a column. You will see that for all holidays the default **Show Time As** is set to "free".

- Right-click on the first holiday in the list. A menu will pop up. From the menu, select **Show Time As** and change to **Out of Office**.

- On the header line, right click on **Show Time As**. A menu will pop up. From the menu, select **Group by this Field**.

- The holidays will now be sorted in to two groups (you will need to scroll to the bottom of the list to see the "**Out of Office**" group).
   - Show Time As: **Free**
   - Show Time As: **Out of Office**.

- Select all the holidays in the "**Show Time As**: Free" group. You can select them all by clicking on the first holiday, scrolling to the bottom of the list, holding down the SHIFT key and clicking on the last holiday.

- Drag and drop them in to the "**Show Time As**: Out of Office" group. The **Show Time As** field will automatically be updated.