

- General
- Mail
- Calendar
- People
- Tasks
- Search
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

 Work hours:  
Start time: 8:00 AM  
End time: 5:00 PM  
Work week: ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

First day of week: Sunday

First week of year: Starts on Jan 1

Calendar options

 ☒ Add online meeting to all meetings Meeting Providers...

Default duration for new appointments and meetings: 1 hour

☐ Shorten appointments and meetings: None

Less than one hour: 5 minutes

One hour or longer: 10 minutes

☒ Default reminders: 15 minutes

☒ Allow attendees to propose new times for meetings

Use this response when proposing a new meeting time: Tentative

Add holidays to the Calendar: Add Holidays...

Change the permissions for viewing Free/Busy information: Free/Busy Options... Other Free/Busy...

☐ Enable an alternate calendar

English Gregorian

☒ When sending meeting requests outside of your organization, use the iCalendar format

☐ Show bell icon on the calendar for appointments and meetings with reminders