

Calendar Options



Calendar work week



☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

First day of week: Sunday Start time: 8:00 AM

First week of year: Starts on Jan 1 End time: 5:00 PM

Calendar options



- ☒ Show "click to add" prompts on the calendar
- ☐ Show week numbers in the Month View and Date Navigator
- ☒ Allow attendees to propose new times for meetings you organize

Use this response when you propose new meeting times: Tentative

Default color: Planner Options... Add Holidays...

☐ Use selected color on all calendars

Advanced options



☐ Enable alternate calendar: English Gregorian Options...

☒ When sending meeting requests over the Internet, use iCalendar format

Free/Busy Options...

Resource Scheduling...

Time Zone...

OK

Cancel