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 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