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Change the settings for calendars, meetings, and time zones.

Work time



Work hours:

Start time:

08:00 AM

End time:

05:00 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



Default duration for new appointments and meetings:

☐ End appointments and meetings early

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:

Add holidays to the Calendar:

Add Holidays...

Change the permissions for viewing Free/Busy information:

☐ 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

Display options

Add Holidays to Calendar

Select the locations whose holidays you would like copied to your Outlook Calendar:

☐ Tunisia
☐ Turkey
☐ Ukraine
☐ United Arab Emirates
☐ United Kingdom
☒ United States
☐ Uruguay
☐ Venezuela
☐ Vietnam
☐ Yemen

OK Cancel

OK

Cancel