

General

Mail

Calendar

Groups

People

Tasks

Search

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

First day of week: Sunday ▼

First week of year: Starts on Jan 1 ▼

## Calendar options



Add online meeting to all meetings

Add Meeting Provider...

Default duration for new appointments and meetings: 30 minutes ▼

☐ Shorten appointments and meetings: None ▼

Less than one hour: 5 minutes ▼

One hour or longer: 10 minutes ▼

☒ Default reminders: 15 minutes ▼

☒ Allow attendees to p 0 minutes ▲ es for meetings

Use this response when 5 minutes ▼ w meeting time: ? Tentative ▼

Add holidays to the Cal 10 minutes ▼ olidays...

Change the permissions 15 minutes ▼ e/Busy information: Free/Busy Options...

☐ Enable an alternate 30 minutes ▼

English 1 hour ▼ 2 hours ▼