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

Work time



Work hours:

Start time: 9:00 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



☐ Default reminders: 3 hours

☒ 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...

☐ Enable an alternate calendar

Hindi Saka Era

☒ 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