

# 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