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

Work time



Work hours:

Start time: 7:30 AM

End time: 4:00 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 ⓘ

Default duration for new appointments and meetings: 30 minutes

☐ 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: ? 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

OK

Cancel