

Outlook Options



General

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Calendar

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Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

First day of week: Monday

First week of year: Starts on Jan 1

Calendar options

☒ 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...

☐ 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



Default calendar color:

☐ Use this color on all calendars

OK

Cancel