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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