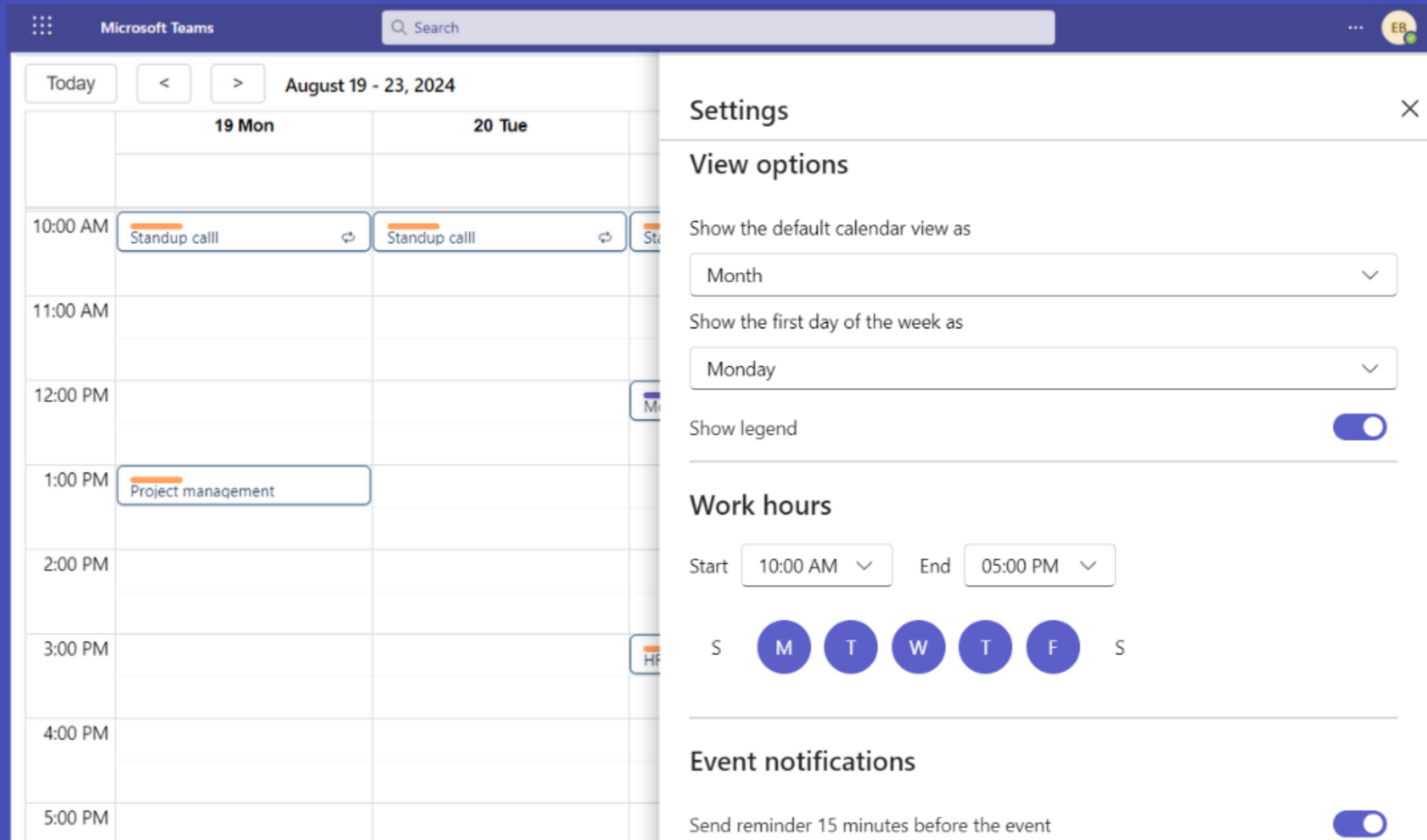


Configure business hours to prioritize your calendar view



The screenshot shows the Microsoft Teams interface. On the left is a calendar view for August 19-23, 2024. The calendar shows events for Monday, August 19th: a 'Standup call' from 10:00 AM to 11:00 AM and a 'Project management' event from 1:00 PM to 2:00 PM. On the right is the 'Settings' panel, which is open to the 'View options' section. The settings include: 'Show the default calendar view as' set to 'Month', 'Show the first day of the week as' set to 'Monday', and 'Show legend' which is toggled on. Below this is the 'Work hours' section, showing a start time of 10:00 AM and an end time of 05:00 PM. The days of the week are represented by circles: Sunday (S), Monday (M), Tuesday (T), Wednesday (W), Thursday (T), Friday (F), and Saturday (S). The 'Event notifications' section at the bottom shows 'Send reminder 15 minutes before the event' which is also toggled on.

Microsoft Teams

Search

Today < > August 19 - 23, 2024

19 Mon 20 Tue

10:00 AM Standup call Standup call

11:00 AM

12:00 PM

1:00 PM Project management

2:00 PM

3:00 PM

4:00 PM

5:00 PM

Settings

View options

Show the default calendar view as

Month

Show the first day of the week as

Monday

Show legend ☒

Work hours

Start 10:00 AM End 05:00 PM

S M T W T F S

Event notifications

Send reminder 15 minutes before the event ☒