

General

Mail

Calendar

Groups

People

Tasks

Search

Language

Ease of Access

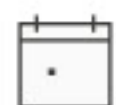
Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center



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

Work time

Work hours:

Start time:

8:00 AM



End time:

5:00 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**

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...

☐ Enable an alternate calendar

English



Gregorian

☒ When sending meeting requests outside of your organization, use the iCalendar for☐ Show bell icon on the calendar for appointments and meetings with reminders**Display options****Calendar Properties**

General AutoArchive Permissions Synchronization

Currently sharing with:

Name	Permission Level
My Organization	Can view when I'm busy

Add...

Remove

Permissions

Changes you make to these permissions will apply to all users in your organization.

- ☐ None
- ☒ Can view when I'm busy
- ☐ Can view titles and locations
- ☐ Can view all details
- ☐ Can edit

OK

Cancel

Apply