

General

Mail

Calendar

People

Tasks

Search

Language

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:

08:00

Internet Free/Busy Options



Free/busy information is used by people sending meeting requests, to determine when you are available for meetings.

☒ Publish at location:

Publish

0

month(s) of Calendar free/busy information

Update free/busy information every

15

minutes

Search location:

OK

Cancel

Add holidays to the Calendar.

Add Holidays...

Change the permissions for viewing Free/Busy information

Free/Busy Options...

☐ Enable an alternate calendar