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Calendar options

☒ Add online meeting to all meetings[Meeting Providers...](#)

Default duration for new appointments and meetings:

1 hour ▼

☒ Shorten appointments and meetings:

End 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