

General

Mail

Calendar

People

Tasks

Search

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

## Calendar options

☒ 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 format☐ Show bell icon on the calendar for appointments and meetings with reminders

## Display options



Default calendar color:

☐ Use this color on all calendars☐ Show week numbers in the month view and in the Date Navigator☐ When in Schedule View, show free appointments☒ Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to: 5 ▼☒ Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to: 1 ▼

## Time zones

Label: 

Time zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi ▼

☐ Show a second time zone

OK

Cancel