

HOW TO ADD HOLIDAYS TO YOUR OUTLOOK CALENDAR

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:
First week of year:
calendar options
Default duration:
☐ End appointment
Less than one hour
One hour or more
☒ Default reminder
☒ Allow attendance
Use this response:
Add holidays to the Calendar: [Add Holidays...](#)
Change the permissions for viewing Free/Busy information: [Free/Busy Options...](#)
☐ Enable an alternate calendar

Add Holidays to Calendar

Select the locations whose holidays you would like copied to your Outlook Calendar:

☐ Tunisia
☐ Turkey
☐ Ukraine
☐ United Arab Emirates
☐ United Kingdom
☒ United States
☐ Uruguay
☐ Venezuela
☐ Vietnam
☐ Yemen

OKCancel

December 2020

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 49	Nov 29	30 St. Andrew's Day (Scotland; United Kingdom)	Dec 1	2			5
WEEK 50	6	7	8				12
WEEK 51	13	14	15			18	19
WEEK 52	20	21	22	23	24 Christmas Eve; United States	25 Christmas Day; United Kingdom Christmas Day; United States	26 Boxing Day; United Kingdom
WEEK 1	27	28 Boxing Day Bank Holiday; United Kingdom	29	30	31 New Year's Eve; United States	Jan 1, 21 New Year's Day; United Kingdom New Year's Day; United States	2 New Year's Day (2nd Day) (Scotland; United Kingdom)