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

Work time

Work hours:

Start time: 08:00 AM

End time: 05:00 PM

Work week: ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

First day of week

First week of year

Calendar options

Default duration: Less than one hour

☐ End appointment

☐ One hour

☒ Default reminder

☒ Allow attendees to respond

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

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

OK Cancel