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

## Work time



Work hours:

Start time:

8:30 AM



End time:

6:00 PM

Work week:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

First day of week:

Sunday



First week of year:

Starts on Jan 1



## Calendar options

 Default reminders:

30 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

OK

Cancel