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

Work time



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: Sunday

First week of year: Starts on Jan 1

Calendar options

☒ Default reminder: 15 minutes☒ Allow attendees to propose new times for meetings☐ Use this response when proposing a new meeting time: TentativeAdd holidays to the calendar: **Add Holidays...**

Change the permissions for viewing free/busy information: Free/Busy Options...

☐ Enable an alternate calendar

English

☒ When sending meeting requests outside of your organization, use the Calendar format☐ Show full text 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

OK

Cancel

Add Holidays...