

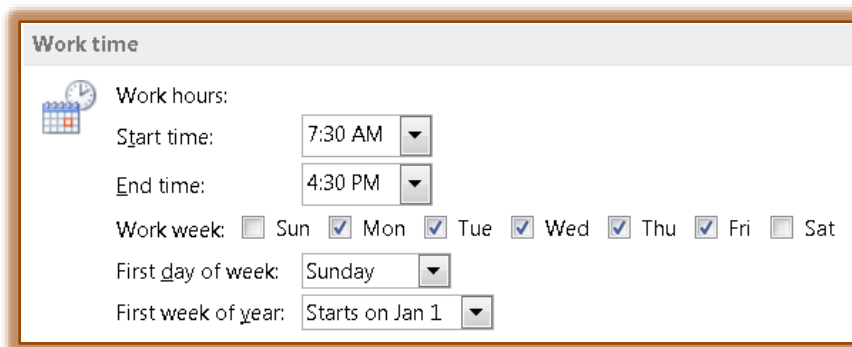
CALENDAR OPTIONS

Each object in Outlook can be personalized to meet individual tastes. The Calendar Options dialog box allows you to change the Work Week, to Add Holidays to the Calendar, change Planner Options, and make other decisions about the Calendar. Changes made in this area do not change until you go back into Calendar Options.

WORK TIME

With Outlook, it is possible to specify what your work week schedule is. This makes it easier for others to make appointments with you during the hours that you are working. This is referred to as the Work Week. The Work Week is colored differently in the Calendar. When someone is trying to schedule an appointment, these are the only times that are displayed.

- ✦ Click the **File Tab**.
- ✦ On the left side of the window click the **Options** link.
- ✦ The **Outlook Options** window will appear.
- ✦ Click the **Calendar** link to display the **Calendar Options** window.
- ✦ Under **Work Time** (see illustration below) click the check boxes for each day of your work week.

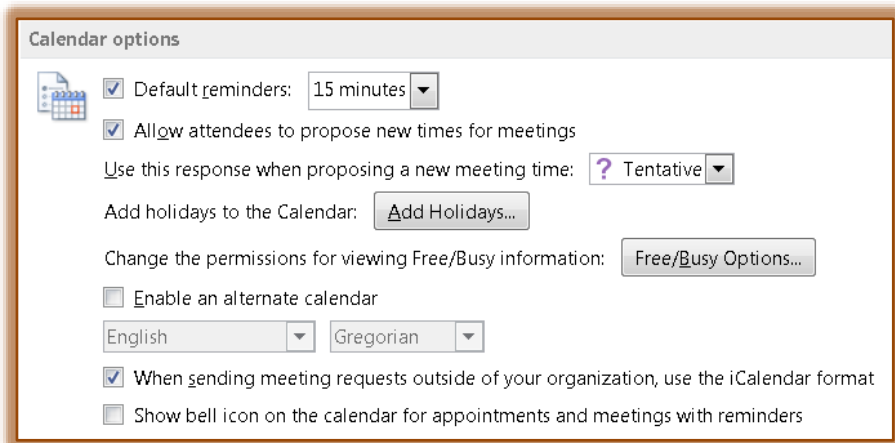


- ✦ Click the list arrow next to the **Start Time** box.
- ✦ Select the time that your work day starts.
- ✦ Click the **End Time** list arrow.
- ✦ Select the time that your work day ends.
- ✦ Click the list arrow for **First day of week** and choose which day of the week you want for the first day.
- ✦ Click the list arrow for the **First week of year** and then select one of the options. These are:
 - ✦ Starts on Jan 1.
 - ✦ First 4-day week.
 - ✦ First full week.

CALENDAR OPTIONS

Calendar Options are used to specify whether or not to display a reminder of an appointment, to add Holidays to the Calendar, and to specify the Free/Busy Options for the Calendar.

- ✦ Under the **Calendar** area (see illustration on next page), click the **Default Reminders** list arrow to specify how or if you want the computer to remind you of appointments.
- ✦ To include all the **Holidays** in the **Calendar**, click the **Add Holidays** button.
- ✦ The **Add Holidays to Calendar** dialog box will display (see illustration on next page).
- ✦ A list of different countries for which holidays can be added will appear.
- ✦ Scroll down to display **United States** or another country.

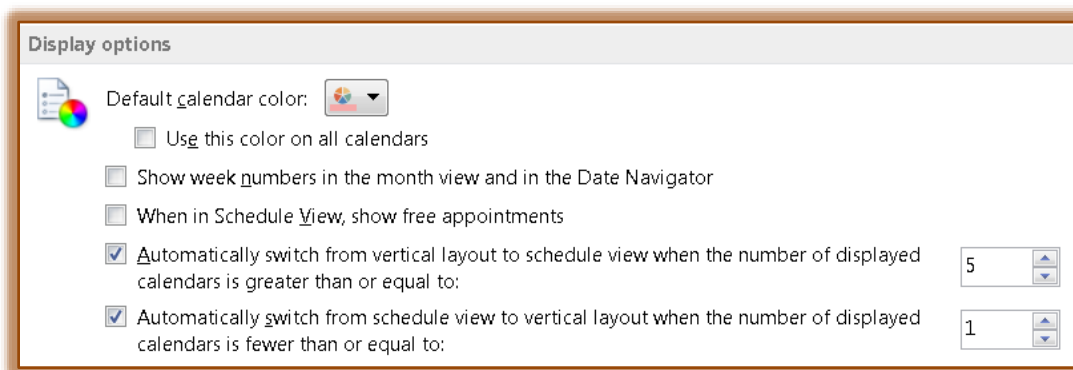


- ✚ Click the check box for the **United States**.
- ✚ Click **OK** in the **Add Holidays to Calendar** dialog box to specify which holidays are to be added.
- ✚ Make changes to any other options in the **Calendar Options** section.
- ✚ Scroll down the window to see additional options.

DISPLAY OPTIONS

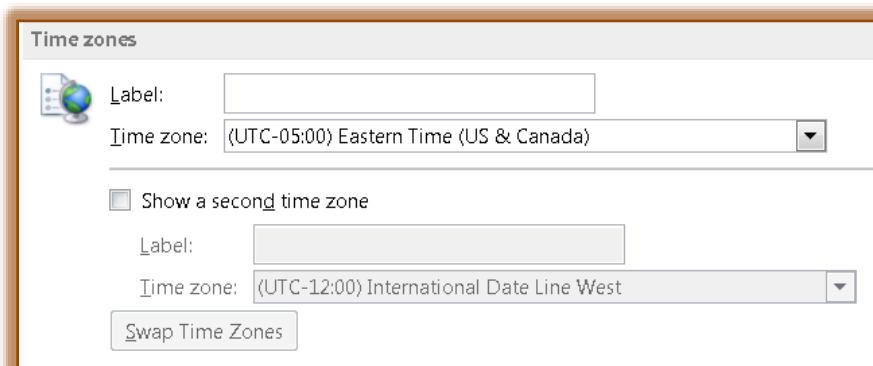
This is the area where the color for the Calendar, the font, and other default changes can be made.

- ✚ Click the **Default Calendar Color** list to change the background color for the **Calendar**.
- ✚ To use this color for all your **Calendars**, click the check box under the **Default Color** option.
- ✚ Make any other changes to the options that you would like.



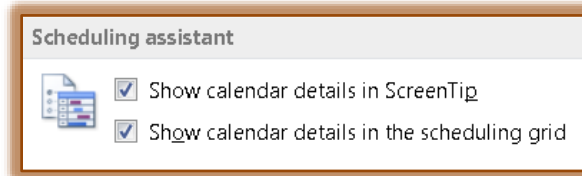
TIME ZONE

- ✚ If selecting more than one time zone, input a **Label** for the first Time Zone.
- ✚ Click the **Time Zone** list arrow and select a time. The default is Eastern Time.



- ✦ Click the **Show a second time zone** check box to select a second Time Zone.
- ✦ Input the **Label** and **Time Zone** for this one.
- ✦ Click the **Swap Time Zones** button to make the second **Time Zone** the main one.

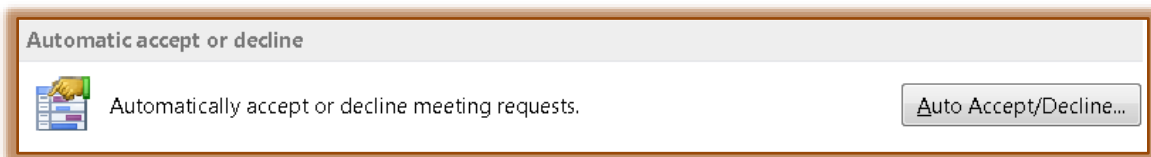
SCHEDULING ASSISTANT



- ✦ Click one of the two options in this section.

AUTOMATIC ACCEPT OR DECLINE

- ✦ Click the **Auto Accept/Decline** button.



- ✦ The **Automatic Accept or Decline** dialog box will display.

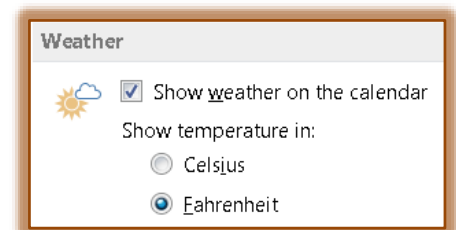


- ✦ Click the first check box to activate this option.
- ✦ The other two check boxes will then become active.
- ✦ Click one or both of the options to activate them.
- ✦ Click **OK** to exit the dialog box.

WEATHER

This feature is used to show the Weather on the Calendar.

- ✦ Click the check box to display the Weather in the Calendar. The default is to display the Weather.
- ✦ Select one of the option buttons. The default is Fahrenheit.



EXIT OUTLOOK OPTIONS

Click **OK** to exit the **Outlook Options** window.