

Customize Calendar View

This section of the options area is used to specify the options for viewing an Outlook Calendar. Five different areas can be modified.

Calendar Options

Click the **Settings** link in the **upper right** corner of the **Outlook Web Access** window.



- In the list that appears, click the **Options** link.
- The **Options** window will display with the **Account** option selected.
- Click **Calendar** on the left side of the window.
- A list of options will display.
- Click on each of the options to make the changes.

✦ **Automatic Processing** – To specify how invitations, responses, and notifications are handled, select this option.

Control how invitations, responses, and notifications are handled.

- Delete invitations and responses that have been updated
- Delete notifications about forwarded events

✦ **Birthday Calendar** – This option allows you to add a Calendar that keeps track of birthdays in your organization or area.

Add a calendar for keeping track of people's birthdays.

- Turn on the birthday calendar
- Turn off the birthday calendar

✦ **Calendar Appearance** – Select this option to specify how different areas of the Calendar will display in the window. Five different options can be specified.

☆ **Show work week as** – Specify the work week days.

Show work week as:

- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

☆ **Set your working hours** – Specify which hours you work.

Set your working hours.

Start time 8:00 AM End time 5:00 PM

☆ **Show week numbers in Month view** – Specify whether or not the week number will display in the Calendar Month view.

Show week numbers in Month view

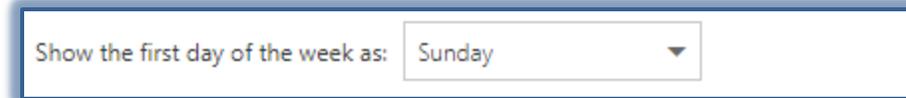
☆ **Start the first week of year** – Specify when the first week of the year will start. The



Start the first week of the year on the:

options are **First day of the year**, **First four-day week of the year**, or **First full week of the year**.

☆ **Show the first of the week as** – Specify whether the first day of the week will be on Sunday or on another day.



Show the first day of the week as:

☆ **Show hours in** – Specify the increments for each appointment. These will be the default increments. The length can be changed when the appointment is scheduled.



Show hours in:

15-minute increments

30-minute increments

☆ **Show Calendar in** – Specify whether the Calendar should be displayed in Bright or Light colors.



Show calendar in:

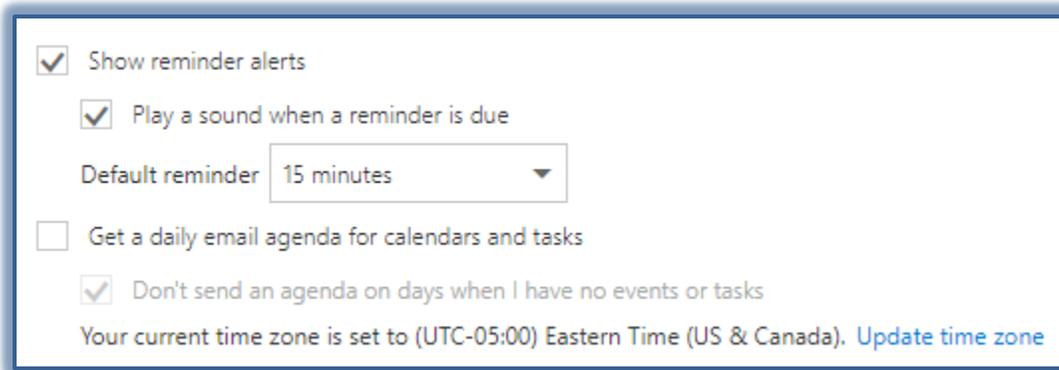
Bright colors

Light colors

✦ **Notifications** – It is possible to have reminders sent to your mobile devices. In order for this to happen, you must set your text message options first. It is possible that your text messaging service may charge you for these messages.

✦ **Reminders** - This option is used to specify how reminders are handled in Outlook Web Access. By default, all **Reminder Options** are set.



Show reminder alerts

Play a sound when a reminder is due

Default reminder

Get a daily email agenda for calendars and tasks

Don't send an agenda on days when I have no events or tasks

Your current time zone is set to (UTC-05:00) Eastern Time (US & Canada). [Update time zone](#)