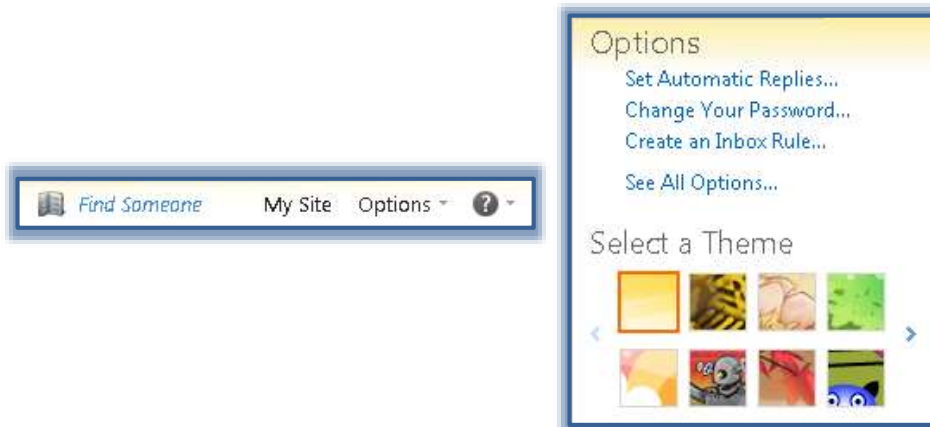


Customize Calendar View

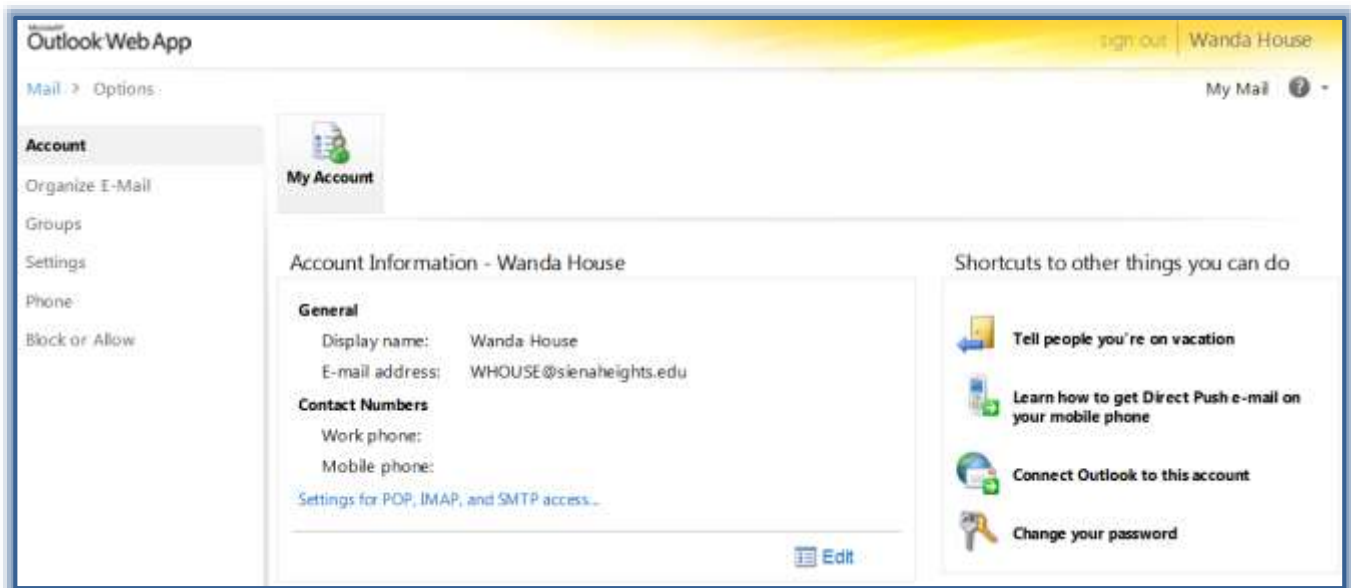
This section of the options area is used to specify the options for viewing an Outlook Calendar. There are four different areas that can be modified.

Calendar Options

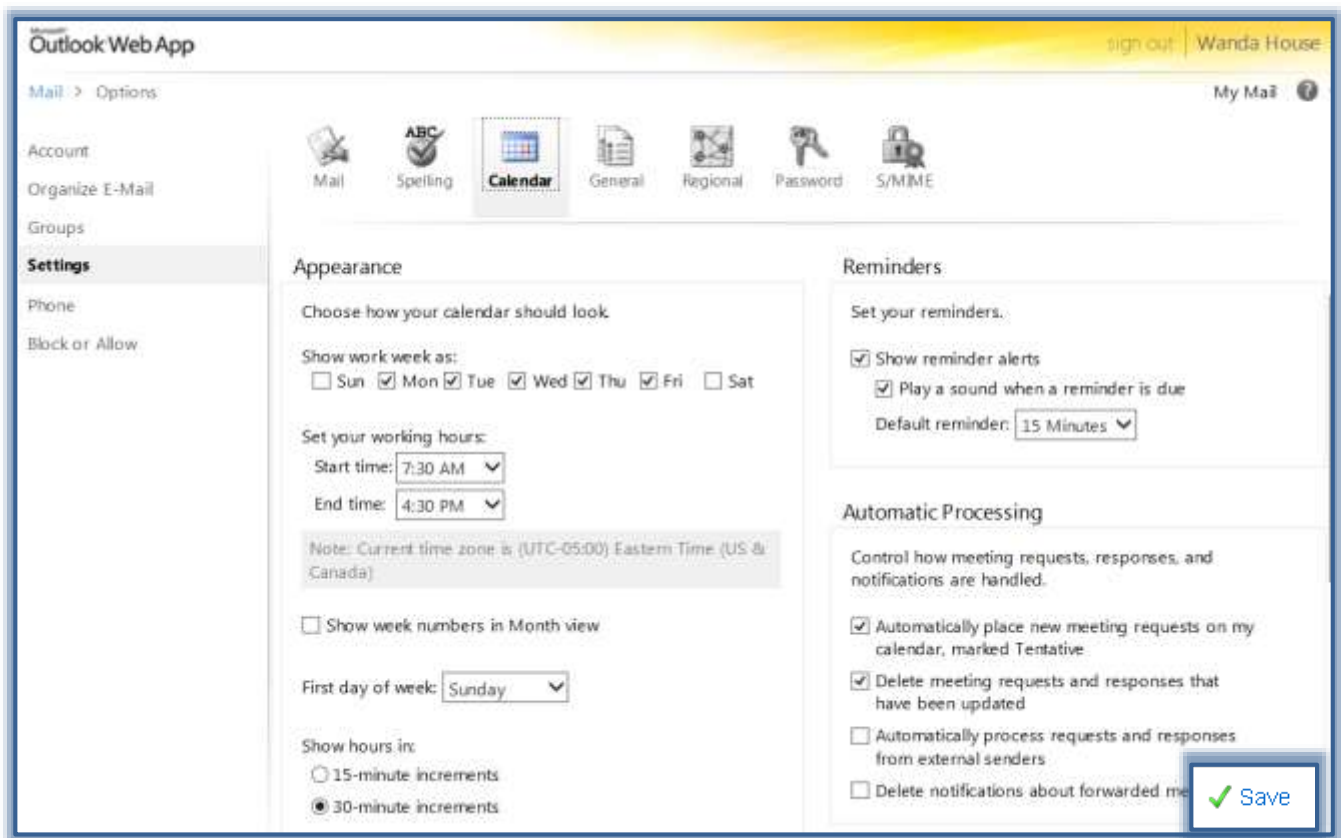
- Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see illustration below).



- In the list that appears, click the **See All Options** link.
- The **Options** window will display with the **Account** option selected (see illustration below).



- Click the **Settings** link on the left side of the window.
- Click the **Calendar** button.
- The **Calendar Options** window will display (see illustration on next page).
- To display the week numbers in the Calendar, click the **Show week numbers in Month** check box.
- Click the **First Day of Week** list arrow to change the first day of the work week.
- To specify the increments in which the **Calendar** shows the time, click one of the two options under **Show hours in**.



- When all the options have been selected, click the **Save** button.

Appearance

This section of the Calendar Options window is used to customize the work week days as well as the start and end time for the day. The times not specified in the start and end time are displayed in a darker color than the work week times.

- Click the check boxes beside each day of the week to specify which days on the Calendar should display as part of the work week.
- To set the time that the work day begins, click the **Start Time** list arrow and select a time.
- To set the time that the work day ends, click the **End Time** list arrow and select a time.
- When all the options have been selected, click the **Save** button.
- Select whether to have the Week Numbers show when the Calendar is displayed in month view.
- Select the first day of the week and the increments that the Calendar will show the times.



Reminder Options

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

- Scroll down to the **Reminder Options** area of the **Calendar Options** window (see illustration above).
- Select or clear the check box for each item to turn it on or off. The options are:
 - ✦ **Show Reminder Alerts** - This option should be checked if Outlook Web Access is to provide a visual message when a calendar reminder is due.



- ✦ **Play a Sound When a Reminder is Due** – Make sure this check box is selected if a sound is to play when a reminder is due.
- ✦ **Default Reminder** – This list is used to specify the default period of time for when a reminder will be displayed. The default setting is 15 minutes. This means that a reminder will be generated 15 minutes before the item is due. This default time can be changed when an appointment is scheduled.




 When all the options have been selected, click the **Save** button.

Automatic Processing

This option is used to control how Outlook Web Access handles meeting requests that are sent to you.

-  Scroll down the **Calendar Options** page to the **Automatic Processing** area (see illustration on previous page).
-  Click the check boxes for each of the options that you want to activate. These are:
 - ✦ **Automatically place new meeting requests on my calendar, marked Tentative**
 - ☆ This option should be checked if you want Outlook Web Access to automatically add a meeting to which you have been invited to the Calendar as a tentative appointment.
 - ☆ When this option is selected, a reply is not sent to the meeting organizer.
 - ☆ Other people who are trying to set up a meeting will see the appointment on the Calendar.
 - ✦ **Delete meeting requests and responses that have been updated**
 - ☆ If Outlook Web Access is to remove out-of-date meeting requests from the Inbox, make sure this check box is selected.
 - ✦ **Automatically process requests and responses from external senders**
 - ☆ Select this option to apply meeting requests and responses to the Calendar from people outside the organization.
 - ☆ Meetings requests and responses from external senders are not applied to your calendar by default.
 - ✦ **Delete notifications about forwarded meetings**
 - ☆ This box should be checked if meeting forward notifications are to be automatically placed in the Deleted Items folder.
 - ☆ Selecting this option does not affect the actual processing of meeting request responses.
 - ☆ By default, when a meeting you have organized is forwarded to a new recipient by one of the meeting attendees, you will receive a notification.



 Once the selections have been made, click the **Save** button in the bottom right corner of the window.