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.
  
    ![Automatic Processing](image)

    Control how invitations, responses, and notifications are handled.

    - [x] 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.

    ![Birthday Calendar](image)

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

    - [ ] Turn on the birthday calendar
    - [x] 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](image)

      Show work week as:

      - [x] Sun
      - [x] Mon
      - [x] Tue
      - [x] Wed
      - [x] Thu
      - [x] Fri
      - [ ] Sat

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

      ![Set your working hours](image)

      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](image)

      - [ ] Show week numbers in Month view
Start the first week of the year – Specify when the first week of the year will start. 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 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 Calendar in – Specify whether the Calendar should be displayed in Bright or 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.