

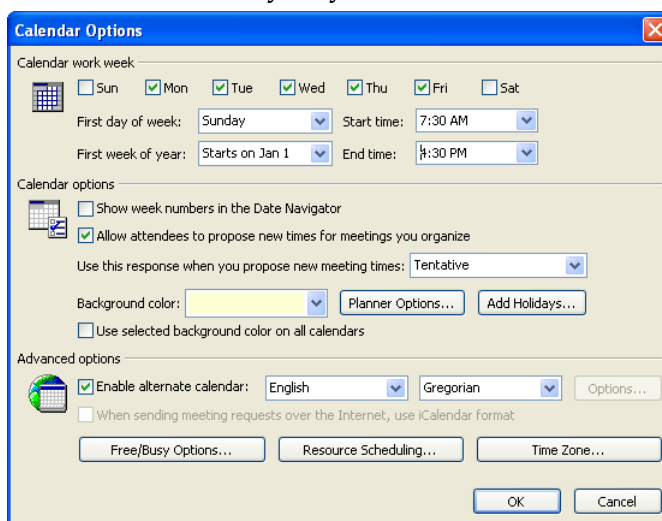
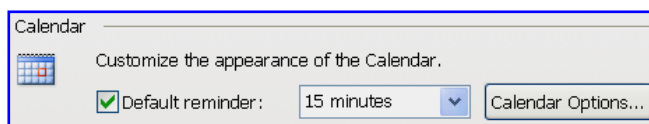
CHANGING CALENDAR OPTIONS

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.

DEFINING CALENDAR WORK WEEK

With Outlook, it is possible to specify what your work 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 **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the list that appears.
- ✦ The **Options** dialog box will appear.
- ✦ Click the **Preferences** tab, if necessary.
- ✦ Under the **Calendar** area, click the **Default Reminder** area to specify how or if you want the computer to remind you of appointments.
- ✦ Click the **Calendar Options** button.
- ✦ The **Calendar Options** dialog box will display (see illustration below).
- ✦ In the **Calendar Work Week** area, click the check boxes for each day of your work week.
- ✦ 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.
- ✦ 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.
- ✦ To include all the **Holidays** in the **Calendar**, click the **Add Holidays** button.
- ✦ The **Add Holidays to Calendar** dialog box will display (see illustration).
- ✦ A list of different countries for which holidays can be added will appear.
- ✦ Scroll down to display **United States**.
- ✦ Click the check box for the **United States**.
- ✦ Click **OK** in the **Add Holidays to Calendar** to specify that these are the holidays that need to be added.
- ✦ Click the **Background Color** list arrow to change the color of the background for the **Planner**.



FREE/BUSY OPTIONS

The Free/Busy Options feature is used to specify how many months of the Calendar should be allowed to be published on the Web. It is also possible to specify where the information is to be published and how frequently.

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the list that appears.
- ✦ The **Options** dialog box will appear.
- ✦ Click the link for **Calendar Options**.
- ✦ The **Calendar Options** dialog box will appear.
- ✦ Click the **Free/Busy Options** link in this dialog box.
- ✦ The **Free/Busy Options** dialog box will appear.
- ✦ In the **Publish ____ month(s) of Calendar free/busy information on the server** text box, input the number of months the information is to be displayed.
- ✦ In the **Update free/busy information on the server every ____ minutes** text box, input the number of minutes between updates.
- ✦ Under **Internet Free/Busy** leave all the information at the default.
- ✦ Click the **OK** button to exit the **Free/Busy Options** dialog box.
- ✦ Make any other changes to the options in this dialog box.
- ✦ When the changes have been made, click the **OK** button.

