

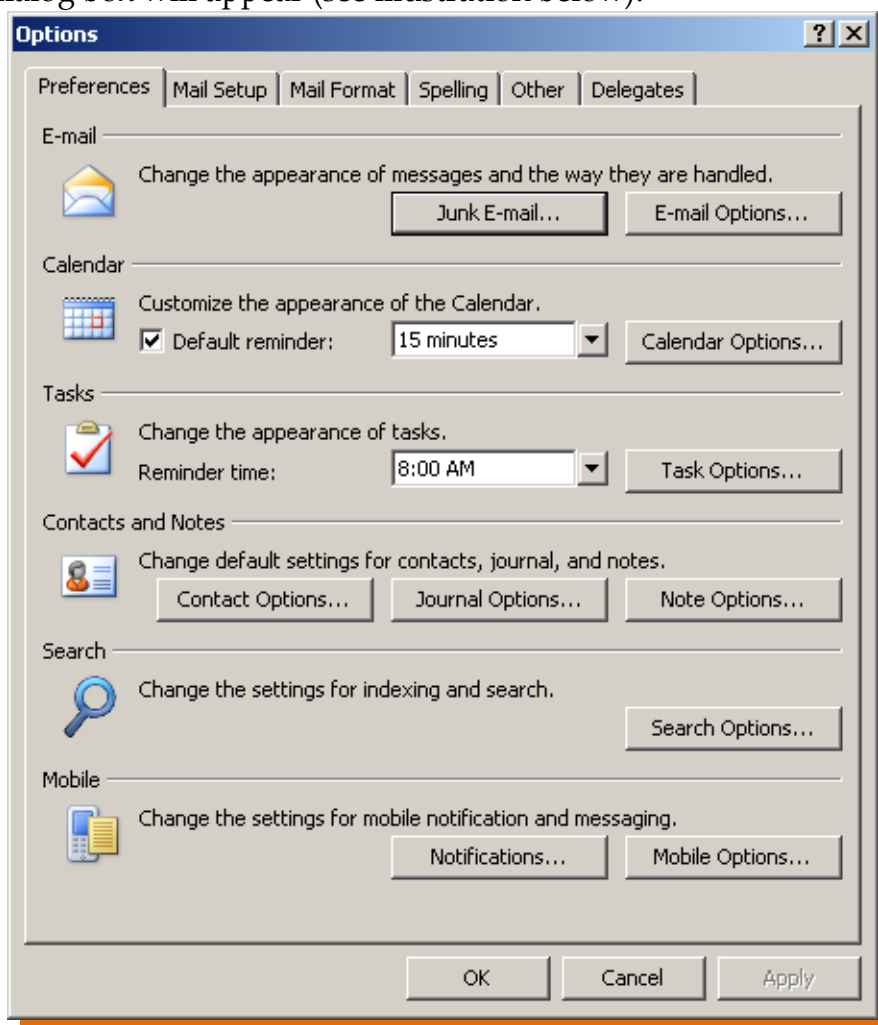
CHANGING CALENDAR OPTIONS

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.

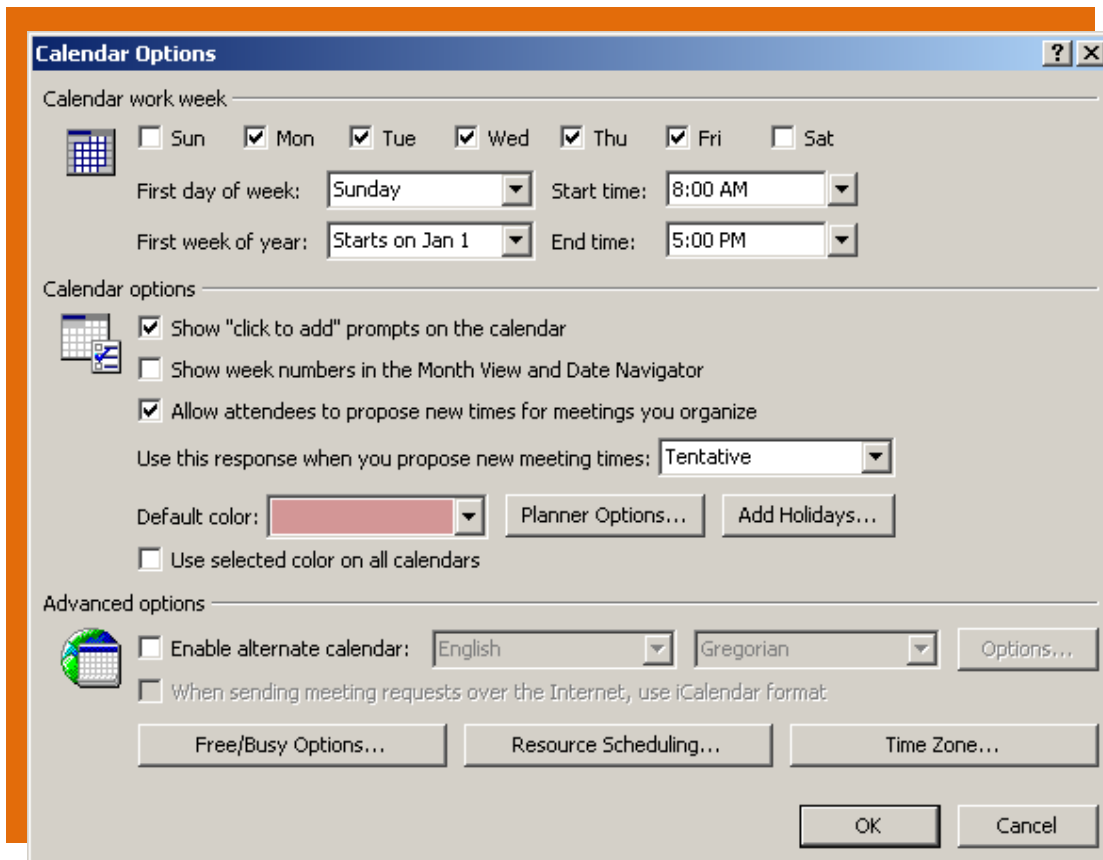
DEFINING CALENDAR WORK WEEK

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.

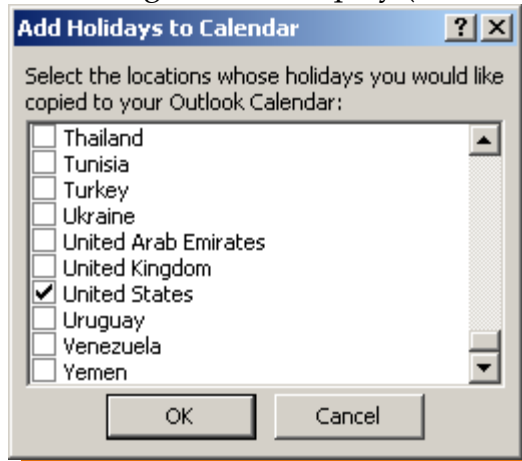
- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the list that appears.
- ✦ The **Options** dialog box will appear (see illustration below).



- ✦ 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 top of next page).
- ✦ 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 below).



- ✦ A list of different countries for which holidays can be added will appear.

- ✦ Scroll down to display **United State** 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.
- ✦ Click the **Background Color** list arrow to change the color of the background for the **Planner**.
- ✦ Make changes to any other options in the **Calendar Options** dialog box.
- ✦ Click the button to exit the window and return to the **Options** dialog box.
- ✦ Click **OK** again to exit the **Options** dialog box.