

Calendar Options

The Outlook default calendar may not reflect all your calendar's needs. By setting the appropriate calendar options, you can accommodate for these diversities and more.

To ensure that each user's calendar reflects their needs. Outlook offers options for setting:

- The **Calendar Work Week**, including workdays, the first day of the week and year, as well as work start and end times.
- **Calendar Options** for changing calendar displays and color options and for adding Holidays.
- **Advanced Options**, that include using an alternate calendar, setting free/busy options, scheduling resources, and altering and adding time zone information. Calendar options are shown below.

The Options dialog box offers seven tabs for specifying various Outlook setting:

Tab Name	Description
Preferences	Use to change the appearance of your email, calendar, tasks, contacts and notes items.
Mail Setup	Use to set up an email account to specify how your mail messages are sent and received, to identify where Outlook stores mail messages and documents, or to specify how Outlook connects to your dial-up accounts.
Mail Format	Use to change the default message format and email editor, and to create signatures.
Spelling	Use to set various spelling and dictionary options.
Security	Use to encrypt messages, set security zones, set external content protection.
Other	Use to set various general options.
Delegates	Use to grant permission to others to access your folders.