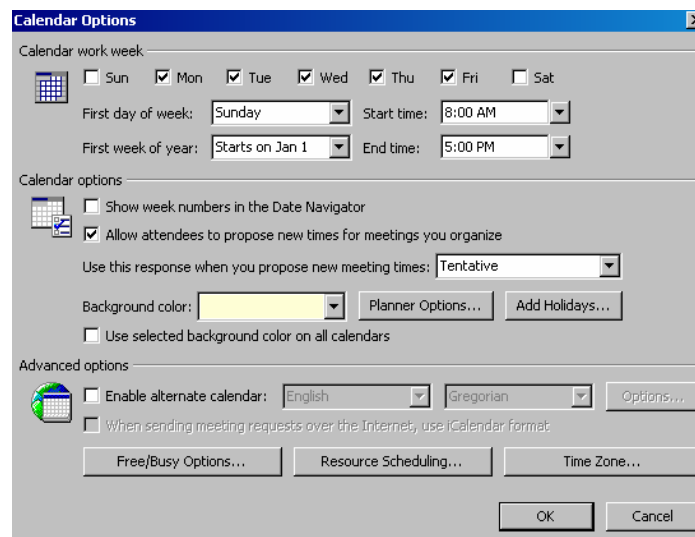


Set Work Days and Times

1. Display the calendar.
2. Choose **Tools** → **Options** to display dialog box.
3. On the **Preferences** tab, click the **Calendar Options** to display the dialog box.
4. In the Calendar Work Week section, set your calendar work week options:
 - Set the days of your work week by checking the appropriate check boxes.
 - Set the first day of your work week by selecting the appropriate day from the First Day Of Week drop-down list.
 - Set the first week of your work year by selecting the appropriate option from the First Week of Year drop-down list.
 - Set the start and end times for your work day by selecting the appropriate times from the Start Time and End Time drop-down lists.



5. Click **OK** twice to close the calendar options and dialog box.

Add Holidays to the Calendar

To add holidays to your calendar:

1. In the Options dialog box, on the Preferences tab **Calendar Options**, click **Add Holidays** to display the **Add Holidays To Calendar** dialog box.
2. Click in the check box next to each country or region whose holidays you want to add to your calendar.

Note: By default, your own country or region will automatically be selected.

3. Click **OK**, as needed, to add the holiday and to close any open dialog box.