


Outlook Web Access Settings – Calendar Options

This is only a brief introduction to some of the more common options people choose.

When you click the gear icon  in the upper right you will have access to the settings you can manipulate. Scroll to the bottom of the menu and select **Options**. The menu pictured below will appear on the left side of your screen. As you edit each section, make sure you Hit OK before closing the window. This saves your changes.

Calendar appearance

Choose how your calendar should look.

Show work week as:

Sun Mon Tue Wed Thu Fri Sat

Set your working hours.

Start time End time

Note: Current time zone is (UTC-05:00) Eastern Time (US & Canada)

Show week numbers in Month view

Start the first week of the year on the:

Show the first day of the week as:

Show hours in:

- 15-minute increments
 30-minute increments

Show calendar in:

- Bright colors
 Light colors



Reminders

Set your reminders.

- Show reminder alerts
- Play a sound when a reminder is due
 - Default reminder
- Get a daily email agenda for calendars and tasks
- Don't send an agenda on days when I have no events or tasks