

Modifying the Calendar Settings for Mac Users

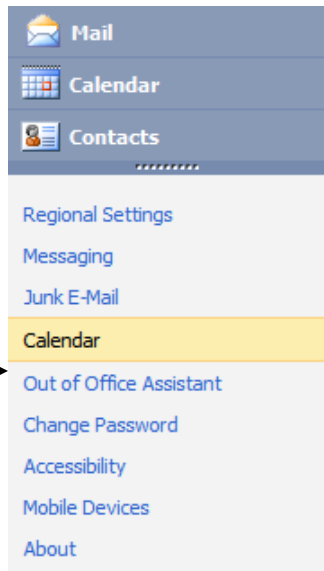
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Accessing the Calendar Settings

The **Calendar** settings that are available in Outlook Web Access allow you to set parameters that control how your calendar, appointments, and meetings are handled.

To access the Calendar settings, click on the **Options** button at the top, right-hand corner of the screen. This will bring up the Options dialog box. Clicking on **Calendar** in the list of Options displayed in the Navigation Pane....



Calendar Options

Show week numbers

First day of week:

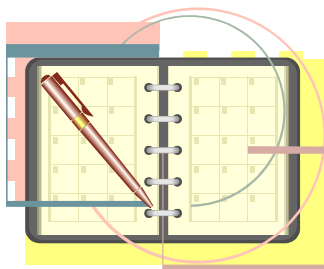
Calendar Work Week

Show week as:

Sun Mon Tue Wed Thu Fri Sat

Day start time: in (GMT-05:00) Unknown Time Zone

Day end time: in (GMT-05:00) Unknown Time Zone



Calendar Options

1. Show Week Numbers

Select this check box if you want the calendar in Outlook Web Access to show the number that is associated with the week. For example, in 2008 the week of February 17th will be the 8th week of the year.

February 2008						
	S	M	T	W	T	F
5	27	28	29	30	31	1
6	3	4	5	6	7	8
7	10	11	12	13	14	15
8	17	18	19	20	21	22
9	24	25	26	27	28	29
10	2	3	4	5	6	7

2. First Day of Week

This field allows you to specify which day of the week will be represented first in the calendar.

Most people prefer to display the week as running from Sunday to Saturday (as displayed above), or from Monday through Sunday.



Calendar Work Week

This section is used to define your typical work week. By default, the work days are Monday through Friday. However, you can use this setting to reflect an alternate work schedule.

You can also select a start time and end time to indicate your standard daily work schedule. In the example below, the user works from 7:00 a.m. to 4:00 p.m. Tuesdays through Saturdays, and is off on

Show week as:

Sun Mon Tue Wed Thu Fri Sat

Day start time: in (GMT-05:00) Unknown Time Zone

Day end time: in (GMT-05:00) Unknown Time Zone

Sundays and Mondays.

Outlook Web Access does not allow users to specify a different work schedule on different days of the week through these settings. However, you can reflect this type of schedule by creating recurring appointments on your calendar to indicate hours when you are not

