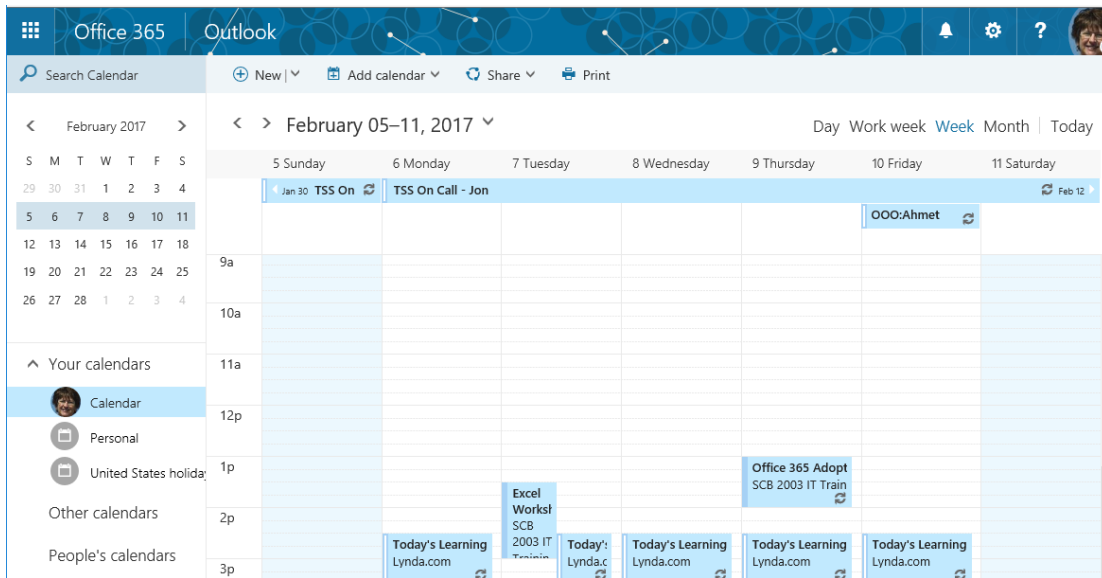


Outlook — Viewing your Calendar

Access your calendar quickly in a browser window using Outlook Web App.

1. Sign into Office 365, choose **Calendar**.
2. To change your calendar view, such as from day view to week view, choose day, work week, week or month in the upper right corner.



3. To customize Calendar settings click on the settings icon and then click **Calendar** in **Your app settings**.

Calendar options

In this section, you can change settings for the following Calendar options:

- **Automatic processing** — Control how invitations, responses, and notifications are handled.
- **Events from email** — Automatically add events to your calendar from email.
- **Birthday calendar** — Add a calendar for keeping track of people's birthdays.
- **Calendar appearance** — Customize the look of your calendar.
- **Text message notifications** — Send notifications about calendar events to your phone as text messages. (Not supported in some countries)
- **Calendar publishing** — You can publish a calendar. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.
- **Calendar reminders** — Set reminders for items on your calendar.
- **Weather** — Choose to show or hide weather on your calendar.

Options

Shortcuts

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Birthday calendar