

# Change the appearance of your calendar

Applies to: Microsoft Outlook 2010

Change colors, time scales, fonts, and work week options in the calendar.

## Change the time scale

By default, the calendar grid shows a time interval of 30 minutes. You can increase or decrease this interval.



- In **Calendar**, on the **View** tab, in the **Arrangement** group, click **Time Scale**, and then click the grid interval that you want to show in the calendar.

## Change the displayed time range

- In **Calendar**, on the **Home** tab, in the **Arrange** group, click any of the following:

■ **Day** 

■ **Week** 

■ **Month** 

When you click **Month**, you can choose how much information is displayed:

- **Show Low Detail** Shows only holidays on a blank calendar.
- **Show Medium Detail** Shows holidays and color bars that indicate days on which you have calendar items.
- **Show high detail** Shows time and header information and category colors for calendar items.

## Change the background color

1. On the **View** tab, in the **Color** group, click **Options**, and then click **Calendar Options**.
2. Under **Calendar options**, in the **Background color** list, click the color that you want.

To change the default background color for all calendars:

1. Click the **File** tab.
2. Click **Options**.
3. Click **Calendar**.
4. Under **Display Options**, click **Default calendar color**, click the color that you want, and then select the **Use this color on all calendars** check box.

5. Click any other tab to return to your file.

## Change the font

1. On the **View** tab, in the **Current View** group, click **View Settings**, and then click **Other Settings**.
2. Use the buttons to choose the fonts and sizes that you want to use.

To change the font in the Date Navigator (Date Navigator: The small calendar that displays the current month in Calendar. It provides a quick and easy way to move appointments and to view other dates.) in the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.), do the following:

1. Click the **File** tab.
2. Click **Options**.
3. Click **Calendar**.
4. Under **Display Options**, under **Date Navigator font**, click **Font**, and then click the size and font that you want to use.
5. Click any other tab to return to your file.

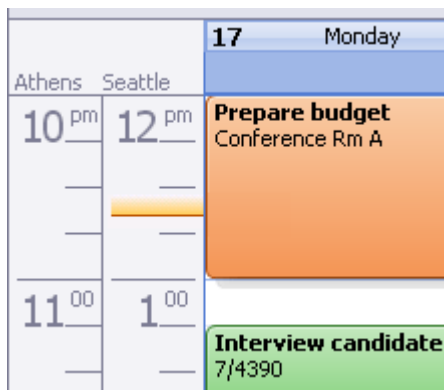
## Turn bold on or off for dates

1. In **Calendar**, on the **View** tab, in the **Current View** group, click **View Settings**, and then click **Other Settings**.
2. Under **General settings**, clear or select the check box for **Bolded dates in Date Navigator represent days containing items**.

## Set work week options

1. Click the **File** tab.
2. Click **Options**.
3. Click **Calendar**.
4. Under **Work Time**, do any of the following:
  - To set your work days, select the check boxes next to the days of the week that you want.
  - To set the first day of the week, in the **First day of week** box, click the day that you want.
  - To set the first week of the year, in the **First week of year** box, click the option that you want.
  - To set the beginning and end of your work day, enter times in the **Start time** box and the **End time** box.

## Add or remove a second time zone



1. Click the **File** tab.
2. Click **Options**.
3. Click **Calendar**.
4. Under **Time zones**, select the **Show a second time zone** check box.
5. In the **Time zone** box, click the time zone that you want to add. If you want, type a name for the second time zone in the **Label** box.

If you want your computer clock to automatically adjust for daylight saving time changes, select the **Adjust for daylight saving time** check box. This option is available only in time zones that use daylight saving time (DST).

**NOTE** The second time zone is used only to show a second time bar in Calendar view, and does not affect the way in which calendar items are stored or displayed.