

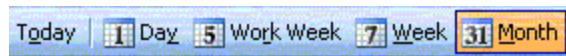
How do I open my calendar? What are my calendar options?


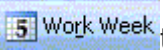

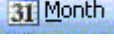
Click the **Calendar button** or **icon** in the *Navigation Pane*.



Time Options

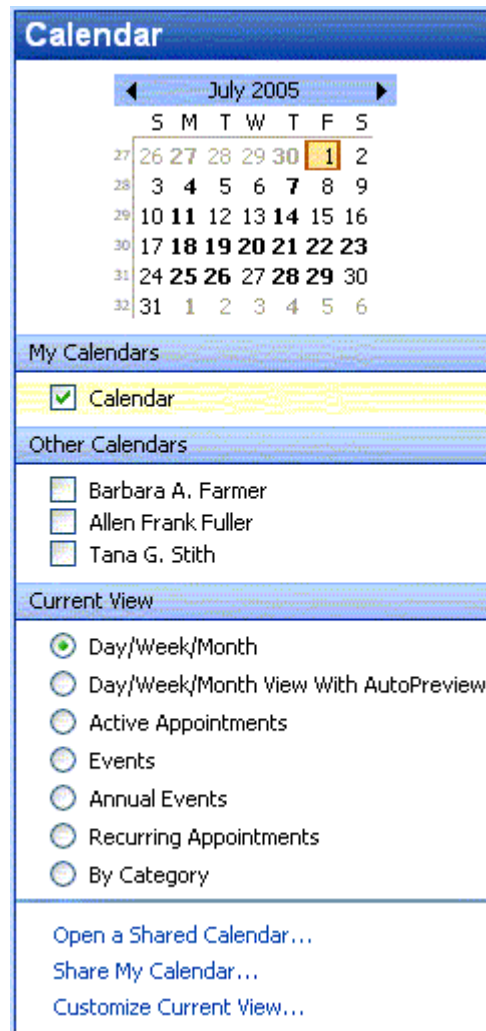
The Calendar standard toolbar has icons that allow the amount of time displayed on a calendar to be changed.



1. Click  to display *one day*.
2. Click  to display a *work week*.
3. Click  to display a *calendar week*.
4. Click  to display a month.

Calendar Views

1. Click **View > Arrange by > Shows Views in Navigation Pane**. The *Navigation Pane* displays the available views.



2. Click the radio button for the **desired view**.
3. To turn off the current views, click **View > Arrange by > Shows Views in Navigation Pane**.