

SETTING UP REMINDERS FOR CALENDAR EVENTS IN OUTLOOK

Outlook has a default setting that provides you with a reminder set for 15 minutes before the calendar entry. Yet such a short timeframe is often not helpful for attorneys. You can instead change the default setting to allow for a longer timeframe between the reminder and the calendar entry. These instructions are for Microsoft Outlook 2016, but the steps described may be helpful in other email programs.

1. Click the **File** tab.
2. Then click **Options**.
3. Then click **Calendar**.
4. Under **Calendar Options**, next to **Default reminders**, select a new time. This will change the amount of time a reminder will pop-up for a calendar event prior to the actual event.
5. Then click **OK**.
6. You can also change individual reminders for particular calendar events. When creating a new calendar entry, simply click on **Reminder** in the Options section of the appointment, and change the default setting.
7. Remember that you can create recurring calendar events as well, such as for allowing yourself time to work on a particular project prior to the actual deadline. When creating a recurring event, create the calendar entry and click on **Recurrence** in the Options section of the appointment. This allows you to specify the start and end time of the appointment, how often it will recur (daily, weekly, monthly, yearly), and on which day(s). Then choose the start and end date and click **OK**.

IMPORTANT NOTICES

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