

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 desktop and web-based versions of Microsoft Outlook for Microsoft 365, but the steps described may be helpful in creating client folders in other email programs.

Desktop-based Outlook:

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**.

Web-based Outlook:

1. With Microsoft Outlook open, click on the **Settings** icon, which looks like a sprocket and is located at the top-right.
2. Click **View all Outlook settings**. Be sure that **Calendar** is selected from the left-hand menu.
3. Click **Events and invitations**.
4. From the **Default reminder** drop-down menu, select the amount of time before the calendar entry that you would like a reminder.
5. You can also change individual reminders for particular calendar events. When creating a new calendar entry, simply click on the **Reminder** icon, which looks like an alarm clock, and change the default setting.

IMPORTANT NOTICES

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