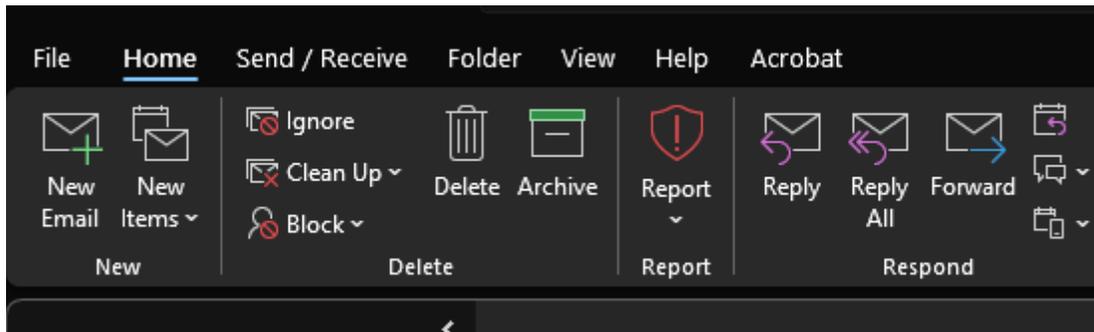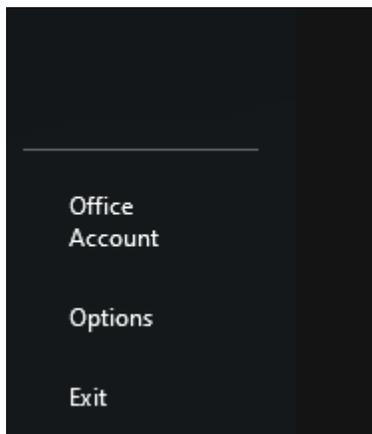# Setting the Schedule to be 50-minute meetings

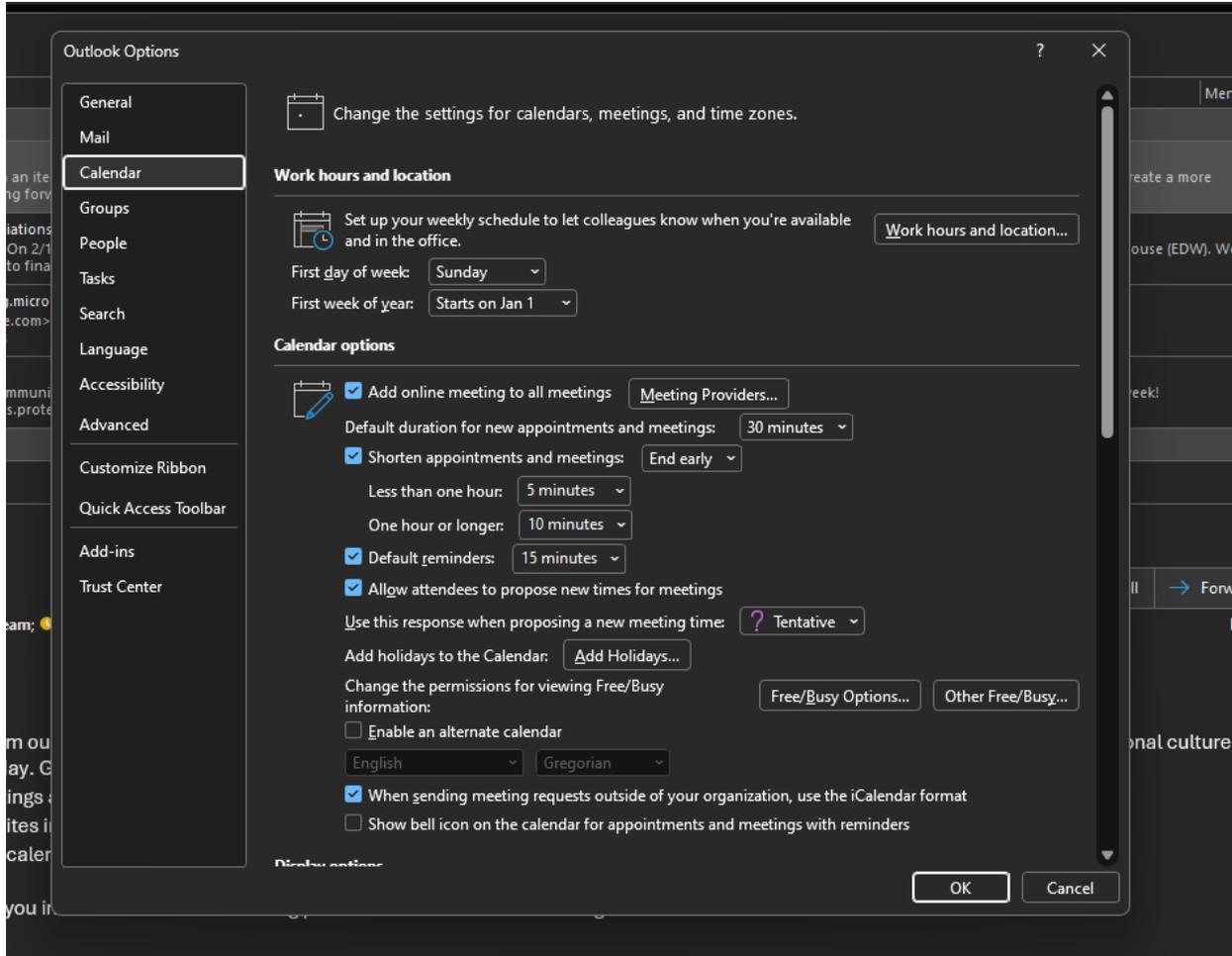## Classic Outlook:

When Outlook looks like this:

1.Click File

2.Click Options

Setting the Schedule to be 50-minute meetings

3.Click Calendar on the left side.

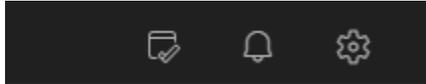4.Check the box Shorten appointments and meetings

5. For Less than one: Use the drop-down menu and choose 5 minutes

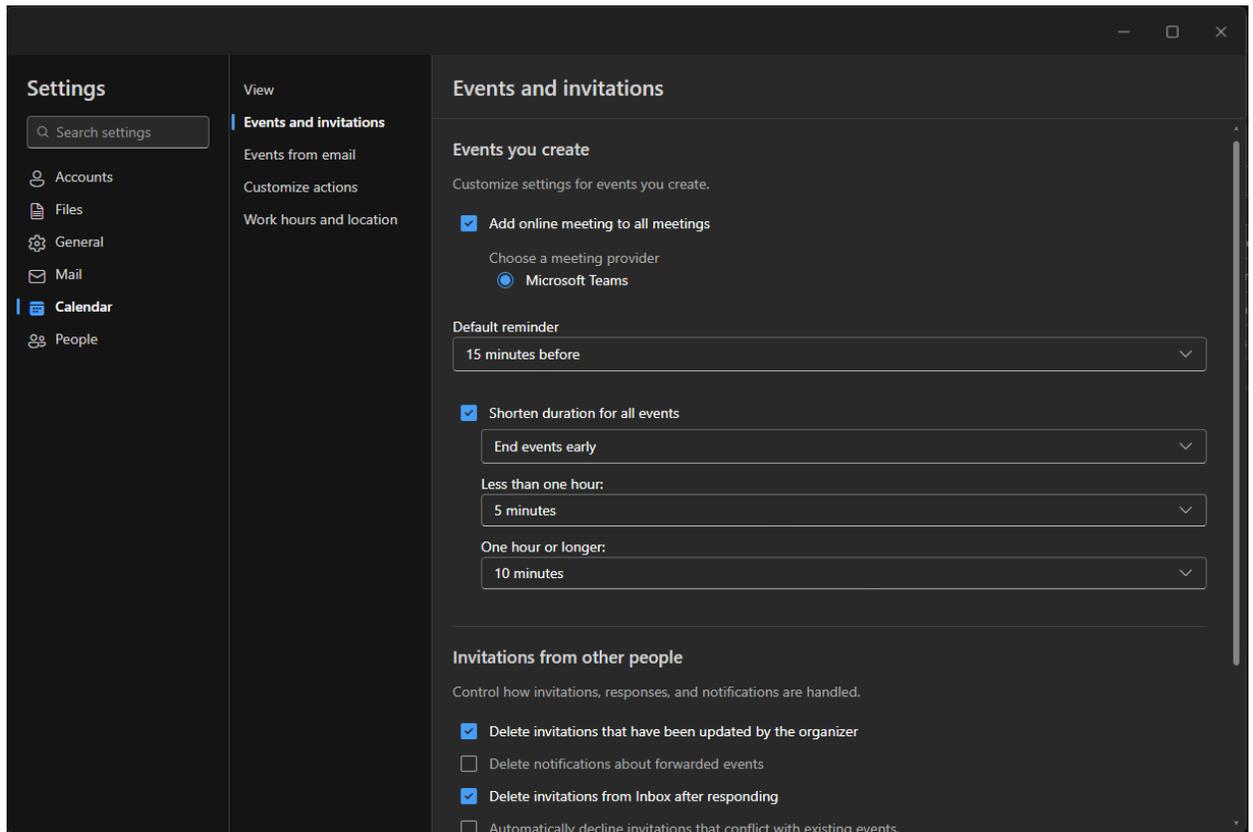6. One hour or longer: Use the drop-down menu and choose 10 minutes.

Setting the Schedule to be 50-minute meetings

New Outlook

When Outlook looks like this:

1.) Click on the Cog in the upper right corner.

2.) Click on Calendar
3.) Check the box next to Shorten duration for all events.
4.) For Less than one: Use the drop-down menu and choose 5 minutes
5.) One hour or longer: Use the drop-down menu and choose 10 minutes.