



Microsoft®

Outlook 2016

Shorten appointments and meetings

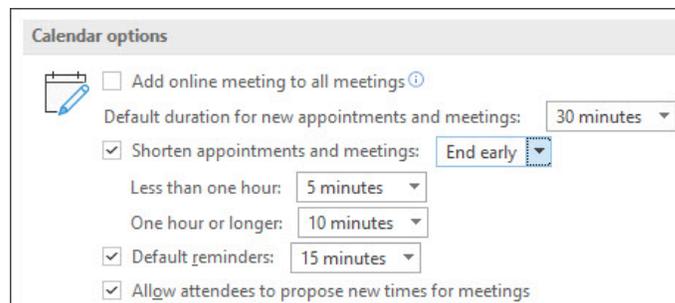


Shorten appointments and meetings in Outlook

As of September 2024, all meeting scheduling should be shortened. For 30-minute meetings, they should now finish 5 minutes earlier, and for longer meetings (1 hour or more), they should end 10 minutes earlier. This additional time can serve as a buffer between meetings, allowing for a smoother transition.

Please find the guide below, as well as on our portal: <https://abtg.info>.

1. For users with access to Office 365 Desktop Apps, please open **Outlook**.
2. Select **File > Options > Calendar > Calendar options**.
3. Check the **Shorten appointments and meetings** checkbox and in the dropdown menu, select **"End early"**.



4. Use the drop-downs to select the number of minutes for events **"Less than one hour"** and **"One hour or longer"**, then click **OK**.
Once set, this setting will be honored across Outlook for Windows, Outlook on the web, Outlook for iOS, and Outlook for Android.

