

## **LESSON 197**

### **ADD HOLIDAYS TO YOUR OUTLOOK CALENDAR**

Microsoft's Outlook program does not display legal holidays in its calendar. Outlook is set up, by default, to leave out any holiday references on the calendar because Outlook has a worldwide user base and different countries celebrate different holidays. You can make Outlook display our legal Holidays. Here's how to do it.

Open Outlook and then open Calendar. Click on Tools and then on Options. Click on the Calendar Options button, and then click on the Add Holidays button. A check mark next to United States will install legal holidays we celebrate.

Click OK to finish, and then click OK to close out of the Tools Options box. Now your copy of Outlook will show all legal holidays on the dates they take place.

