How to modify Shortened Meetings feature in Microsoft Outlook

Please follow the instructions based on the version of Outlook you are using. Note that if you use multiple versions of Outlook (e.g., desktop and web versions), you only need to update and save the settings in **one** of those applications. Once saved, your settings will be honored across all versions of Outlook.

Outlook for Windows

1. Select File > Options > Calendar > Calendar options.

2. Uncheck the **Shorten appointments** and meetings checkbox.

3. Click OK.

Default duration for new appointments and meetings:	0	Add online meeting t	to all meeting	js 🛈		20 : 1	132
Shorten appointments and meetings: End early	1	Default duration for new	appointmen	ts and	i meetinds:	30 minutes	-
ess than one hour 5 minutes T	C	 Shorten appointmen 	ts and meetin	ngs:	End early		
Eess than one nout. Similates		Less than one hour:	5 minutes				

Outlook for Mac

1. From the menu bar, select **Outlook > Preferences**.

2. Select Calendar.

3. Click the **Configure** button next to **Shorten duration for all events**.

4. Uncheck the **Shorten duration for all** events checkbox, then click **Save**.

Start Events Late 📀	
Less than one hour:	
5 minutes 📀	
One hour or longer:	
0 minutes 😒	
	-
	Cancel Sa

Outlook on the Web

1. Log in with your CWID and password at **o365.weill.cornell.edu** and select the Outlook icon.

2. Select Settings 🚳 > View all Outlook settings > Calendar > Events and invitations.

3. Uncheck the **Shorten duration for all** events checkbox, then click **Save**.

End events early	2
Less than one hour:	
5 minutes	`
One hour or longer:	
10 minutes	

Using Outlook for iOS or Android? You can't currently set events to start late or end early from Outlook for iOS and Android. Please update your settings in one of the desktop applications or Outlook on the Web, which will then be applied to your Outlook mobile app.





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