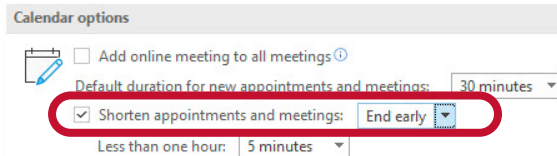


How to modify Shortened Meetings feature in Microsoft Outlook

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.

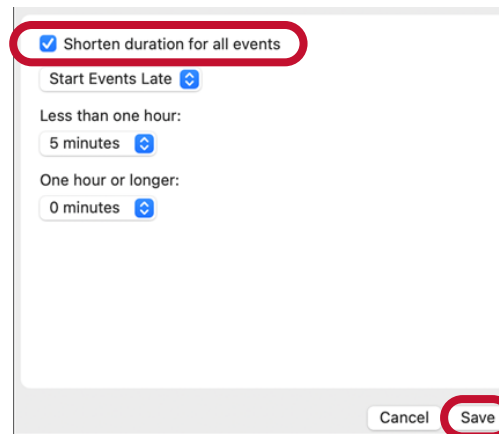
Outlook for Windows

1. Select **File > Options > Calendar > Calendar options**.
2. Uncheck the **Shorten appointments and meetings** checkbox.
3. Click **OK**.



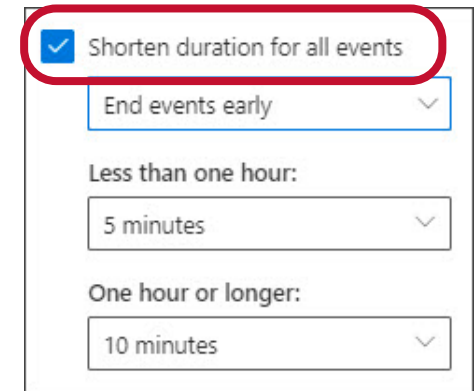
Outlook for Mac

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**.



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**.



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.

