

OCFO Default Calendar View

Overview

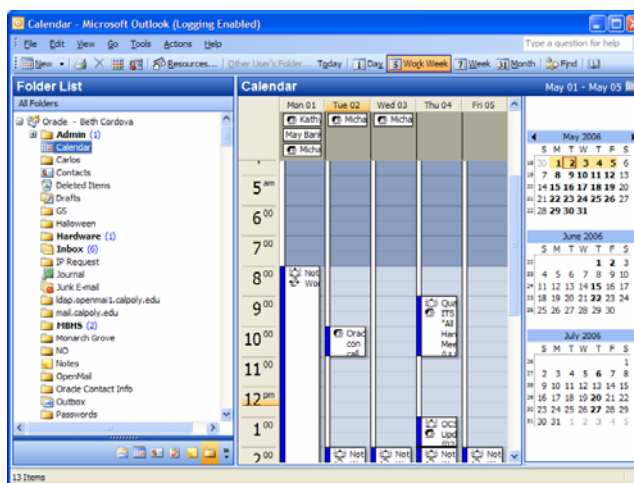
There are instances when you would like to change the default calendar view that is seen within the Oracle Connector. Although the icons on the toolbar can be used to change between daily, weekly and monthly views, the views are lost when you click on any other folder and then go back to the Calendar.

The steps below retain the settings until you decide to modify them again.

Selecting Desired Calendar View

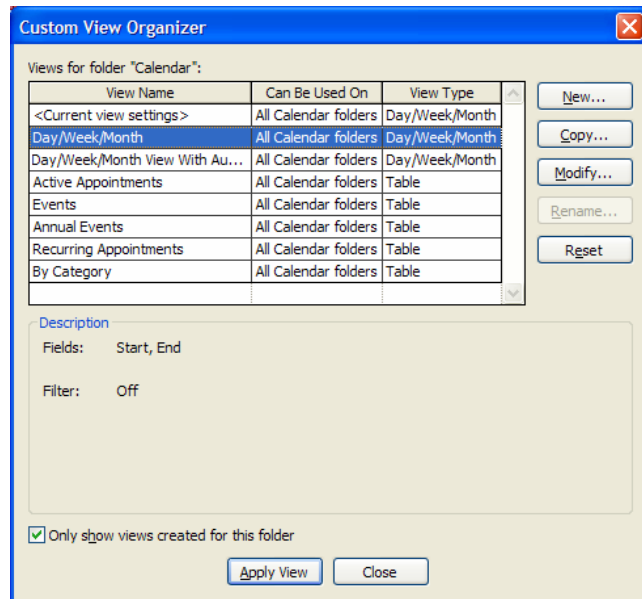
- 1) With your Email account folder list active, click on the Calendar folder to display your calendar.
- 2) Using the **Calendar** toolbar icons, select the view you would like to change to. Available views include **daily**, **work week**, **week** or **month**.

From the **Standard** toolbar, select **View > Arrange by > Current View > Define Views**.



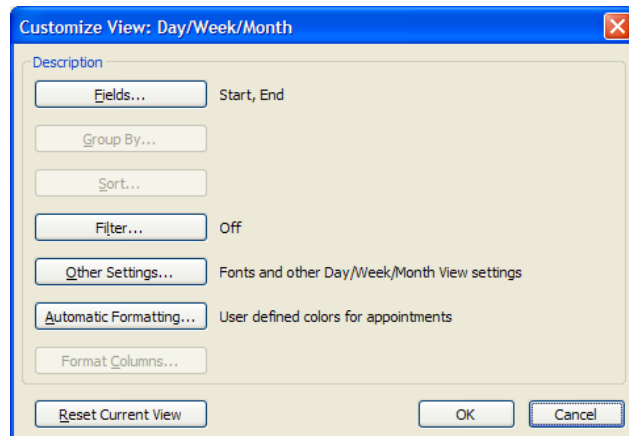
Custom View Organizer

- 3) Select **Day/Week/Month** and click on the **Modify...** button.



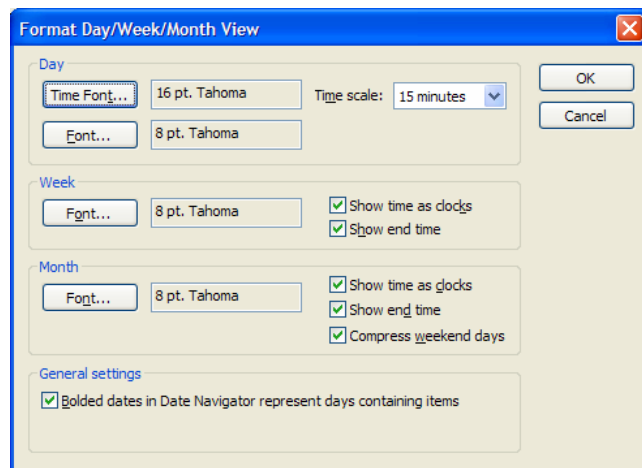
Customize View: Day/Week/Month

- 4) Click on **Other Settings...**



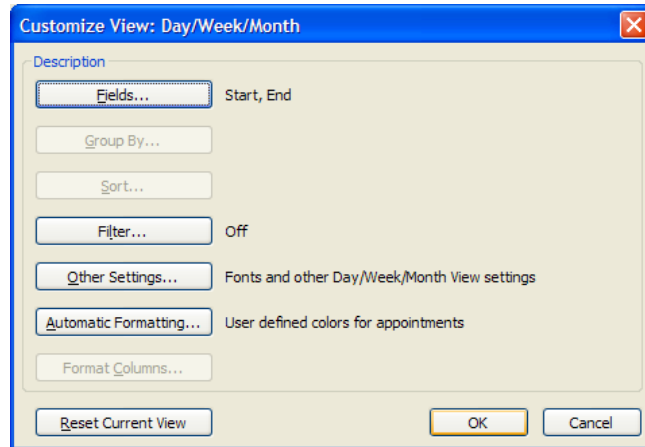
Format Day/Week/Month View

- 5) Modify *any* of the settings in this dialog box and then click **OK** when complete.



Customize View: Day/Week/Month

6) Click **OK** again.



Custom View Organizer

7) Click **Apply View** to make the changes.

Now the desired view will be retained when viewing your Calendar.

