



**EMERALD CITY COMPUTER SOLUTIONS, INC.**

## **Uncompressing The Display Of Weekends In An Outlook Calendar**

When you're looking at an Outlook calendar in the Month view, each weekday has its own column but Saturday and Sunday share a column. Outlook does this to give you more room in the weekday columns for entering text. However, if your weekends are as busy as your weekdays, you'll probably want to make more room for your weekends. To give Saturday and Sunday their own columns, first display the Day/Week/Month view and click on the Month button. Then choose View | Customize Current View to open the View Summary dialog box. (another way to open this dialog box is to right-click on the calendar view and choose Customize Current View from the shortcut menu). Click on the Other Settings Button. Then deselect the Compress Weekend Days check box in the Month panel and click OK twice. When you do this, Outlook gives Saturday and Sunday their own columns. Consequently, the width of all the columns in the calendar will be smaller in order to accommodate the extra column.