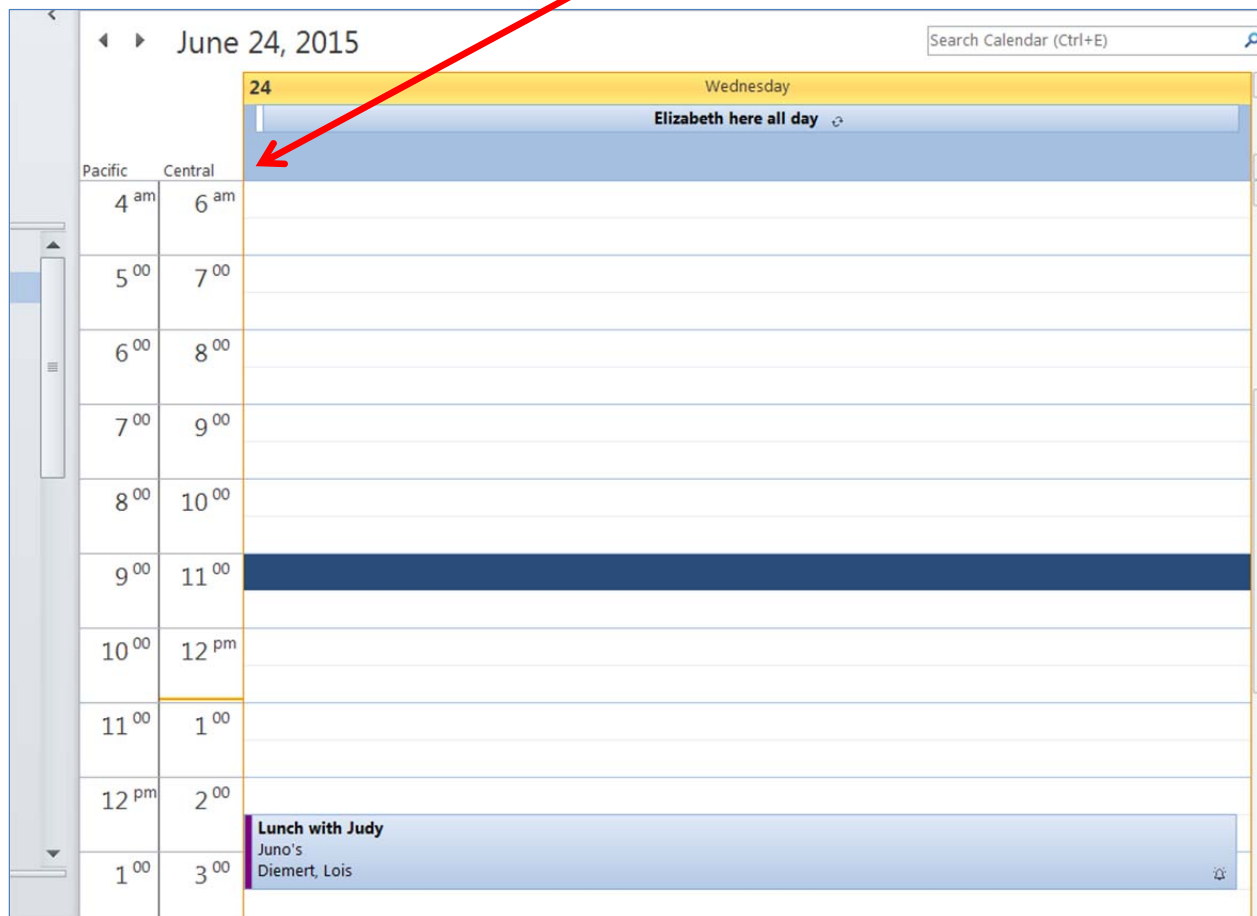


Show Time Zones on Your Outlook Calendar

You know what time it is locally. But, what if you needed to know what time that would be in another time zone?

You can add two time zones to your Outlook calendar, as in this screen shot:



How do you get those time zones to show up? Just click:

File / Options / Calendar

Then scroll down to **Time zones**.

You can select up to two time zones. Label them what you want. Swap them so they show in the order you want. *(If you do swap, be sure to take a look at the time that shows at the bottom right-hand of your monitor. Make sure it's showing the current time in your time zone. When you swap, that time might change to the swapped time zone.)*

See the next screen shot.

Outlook Options

General
Mail
Calendar
Contacts
Tasks
Notes and Journal
Search
Mobile
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

When sending meeting requests outside of your organization, use the iCalendar format
Show bell icon on the calendar for appointments and meetings with reminders

Display options

Default calendar color: [Color Picker]
 Use this color on all calendars

Date Navigator font:
[Font...] 8 pt. Segoe UI

Show Click to Add prompts in calendar
 Show week numbers in the month view and in the Date Navigator
 When in Schedule view, show free appointments
 Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to: 15 calendar folders
 Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to: 3 calendar folder(s)

Time zones

Label: Central
Time zone: (UTC-06:00) Central Time (US & Canada)

Show a second time zone
Label: Pacific
Time zone: (UTC-08:00) Pacific Time (US & Canada)

Swap Time Zones

