

Set / Change Time Zones in Outlook 2010

If you travel back & forth to places with different time zones, you might need to add/set time zones to update your meeting schedule. In Outlook 2010 it is easy to set the time zones and it offers the same build-in Windows time zone list to let you choose maximum of two time zones which can be swapped anytime.

To change the time zone, on *File* menu, click *Options*.



This will open up Outlook Options, from left sidebar, select Calendar, and in main window, from Time zone drop-down list, select the desired time zone. Note that, on changing time zone all of your meeting & other event timings will get re-scheduled accordingly.

Seneral	greater than or equal to: automatically gwitch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to:		
Mail			alendar folder(s)
Calendar			
Contacts	Time zones		
Tasks	Label		
	Time zone: (I	JTC-08:00) Pacific Time (US & Canada)	
Notes and Journal		JTC-12:00) International Date Line West	-
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Mobile	Labet (JTC-11:00) Samoa JTC-10:00) Hawaii	
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Language	Swap Time	JTC-08:00) Baja California	
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During Assault To allhas	Show cal it	JTC-07:00) Mountain Time (US & Canada)	
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Add-Ins	(1	JTC-06:00) Central Time (US & Canada)	
Trust Center	Resource scheduling (I	JTC-06:00) Guadalajara, Mexico City, Monterrey	
nun centr	A resource t	JTC-06:00) Saskatchewan	
	can automat (JTC-05:00) Bogota, Lima, Quito	ing.
	must grant u (JTC-05:00) Eastern Time (US & Canada)	ingin j
	or the resou ft	ITC-05:00) Indiana (East)	
	0	ITC-04-30) Calacas	Cancel
		JTC-04:00) Atlantic Time (Canada)	in the second

Beneath Time Zone option, you can enable **Show a second time zone** option and set another time zone. Once both time zones are added, you can swap them anytime clicking the **Swap Time Zones** button.