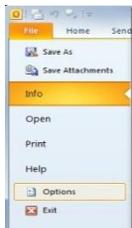


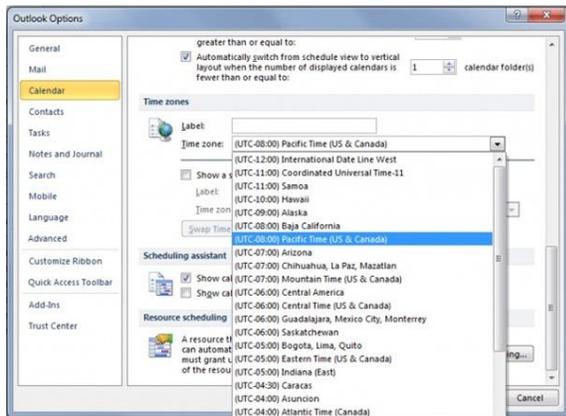
Set / Change Time Zones in Outlook 2010

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.



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.