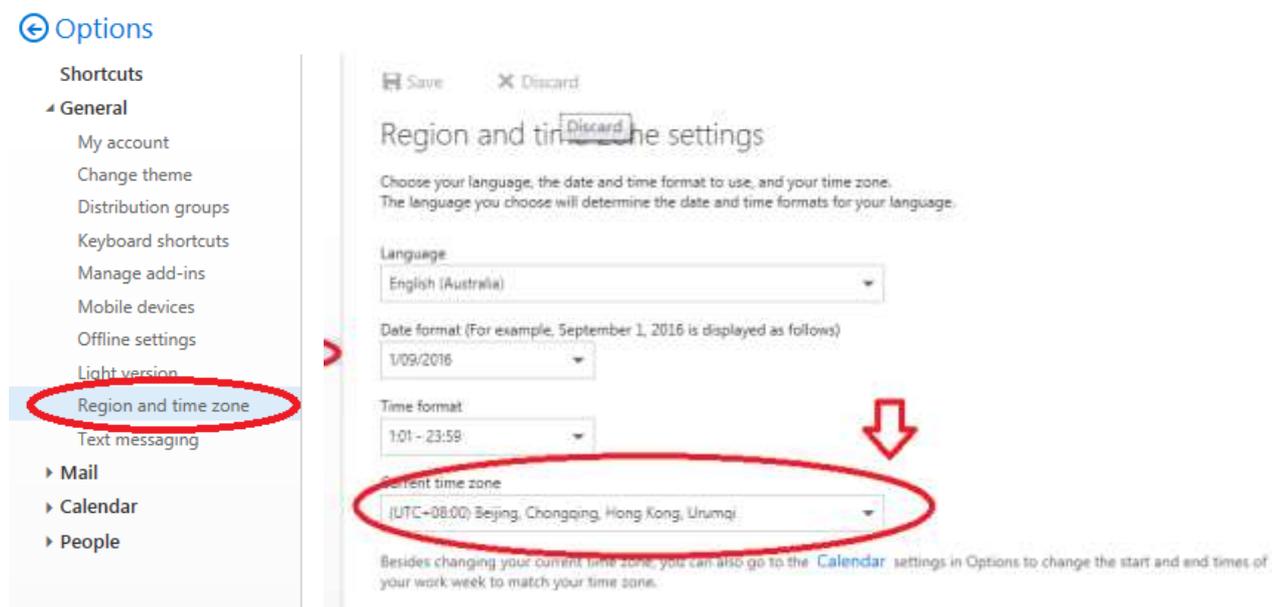


How to modify the time zone Office365 webmail

Step :

Click on the option bar of the locale and time zone



The screenshot displays the 'Options' menu on the left, with 'Region and time zone' highlighted. The main settings area includes a 'Save' button and a 'Discard' button. The title is 'Region and time zone settings'. Below the title, there is a 'Language' dropdown set to 'English (Australia)', a 'Date format' dropdown set to '1/09/2016', and a 'Time format' dropdown set to '1:01 - 23:59'. The 'Current time zone' dropdown is set to '(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi'. A red arrow points to this dropdown, and it is circled in red. At the bottom, there is a note: 'Besides changing your current time zone, you can also go to the Calendar settings in Options to change the start and end times of your work week to match your time zone.'

On the language bar, you can select a different language. Date and time formats can be selected according to your needs.

In the options bar area or time zone setting the local time zone, the time period settings affect the send mail display, it should select the local time zone. Example. time zone selection in China Beijing time.

See you next time.