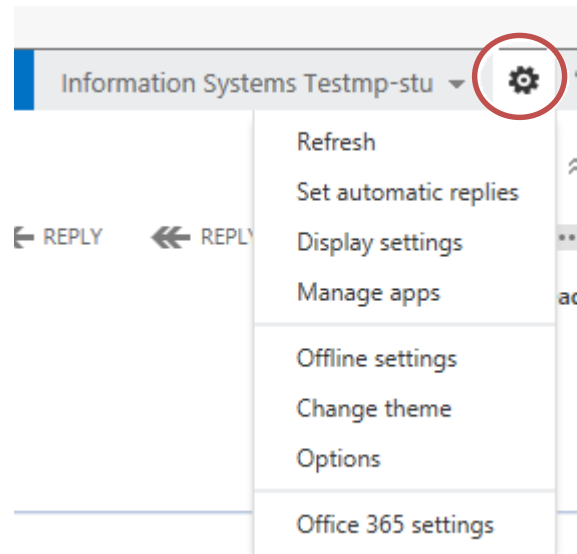


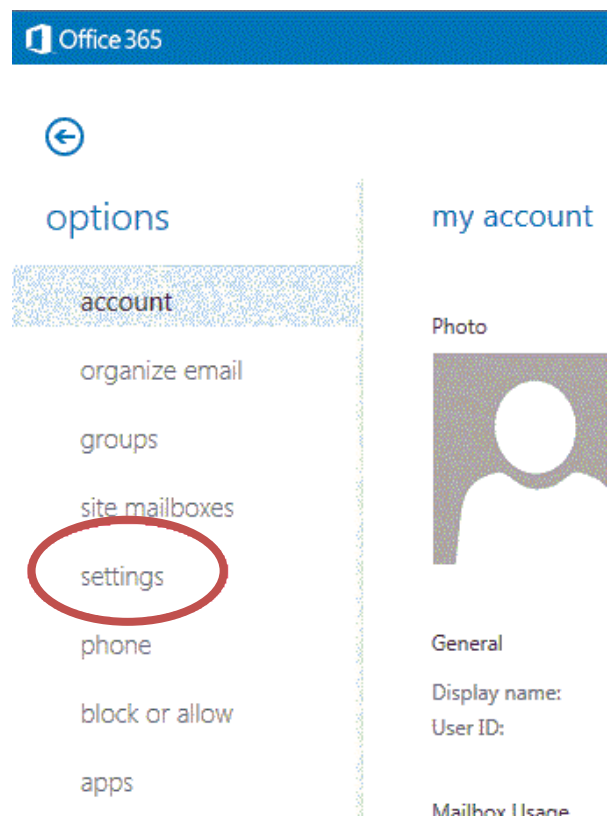


Office 365 – Time Zone Settings

1. Login to your email account using you're your full UCLan email address and password
<http://www.outlook.com/uclan.ac.uk>
2. Select the **Settings** icon
3. Select **Options**



4. Select **Settings**





5. Select **Regional**

mail calendar **regional**

Choose your language, the date and time formats to use, and your time zone

Language:

English (United Kingdom) ▼

Rename default folders so their names match the specified language

The language you choose will determine the date and time formats that a

Date format: (For example, September 1, 2013 is displayed as follows)

01/09/2013 ▼

Time format:

01:01 - 23:59 ▼

Current time zone:

(UTC) Dublin, Edinburgh, Lisbon, London ▼

6. Change the **Current time zone** to **(UTC) Dublin, Edinburgh, Lisbon, London**

Current time zone:

(UTC) Dublin, Edinburgh, Lisbon, London ▼

7. Select **Save**

save