

How to Change the Time Zone in Outlook Web App (OWA)

Use the **Regional** tab to select from the languages that are available and set the date and time formats for Outlook Web App. Changes to these settings take effect after you refresh the browser or sign out and sign in again.

1. To get to the Regional tab from the main Outlook Web app page, go to the upper corner and choose **Settings** > **Options** > **Settings** > **Regional**.

2. Under **Current time zone** select **(UTC-06:00) Central Time (US & Canada)** from the drop down menu.

How to Change the Time Zone in Outlook Web App (OWA)

Regional settings

| SETTING | DESCRIPTION |
|--|---|
| Language | Select the language you want to use from the list. |
| Rename the default folders so their names match the specified language | Select this check box to rename the default folders using the selected language. Default mail folders include Inbox, Drafts, Sent Items, Deleted Items, and Junk Email. Other default folders include Calendar, Contacts, and Tasks. Clear the check box if you don't want to rename the default folders. |
| Date format | Select the date format you want to use. The list of available date formats is determined by the language you chose. |
| Time format | Select the time format you want to use. The list of available time formats is determined by the language your chose. |
| Current time zone | Select your current time zone. |

What else do I need to know?

- The language of your web browser doesn't affect the language used by Outlook Web App.
- The default language for your mailbox can also be set by your system administrator.