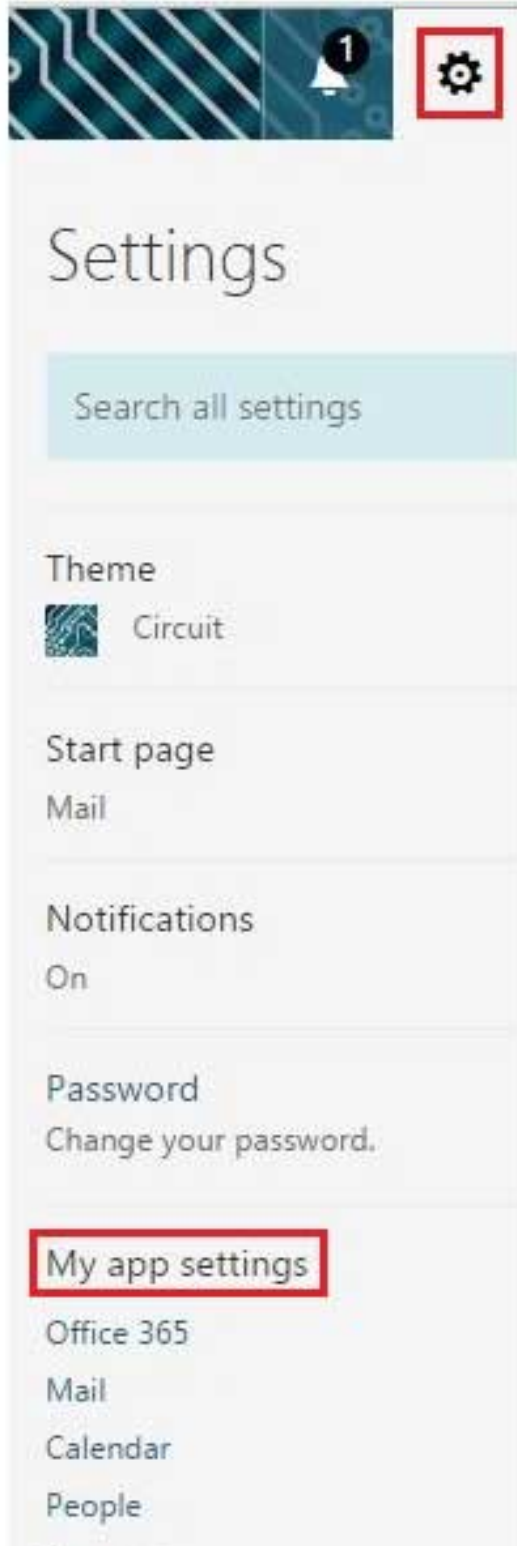


Changing or resetting the time in Outlook 365

Symptom: Time of received emails and appointments are incorrect. Admin users may notice the difference between their desktop computers and web mail.

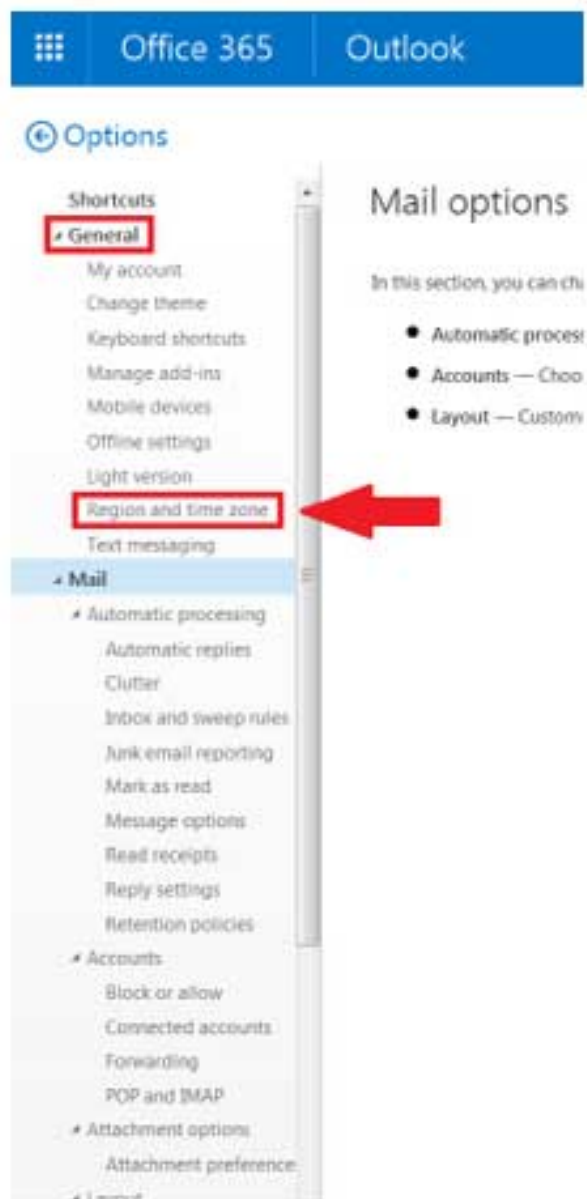
Steps to Correct:

1. Log into you Norwalk Public Schools email account via the STAFF EMAIL link on the district website.
2. Once logged in you'll click on the GEAR icon on the upper right side of the page



3. Go down the right side of the page and click the **Mail** link under the heading **You app settings**.

4. From the menu on the left side select **General** to open the list of options



5. Select Region and time zone

Office 365 Outlook

Options

- Shortcuts
 - General
 - My account
 - Change theme
 - Keyboard shortcuts
 - Manage add-ins
 - Mobile devices
 - Offline settings
 - Light version
 - Region and time zone
 - Text messaging
 - Mail
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - Attachment options
 - Attachment preference

Save Discard

Region and time zone settings

Choose your language, the date and time format to use, and your time zone. The language you choose will determine the date and time formats for your language.

Language
English (United States)

Rename default folders so their names match the specified language

Date format (For example, September 1, 2013 is displayed as follows)
9/1/2016

Time format
1:01 AM - 11:59 PM

Current time zone
(UTC-05:00) Eastern Time (US & Canada)

6. Correct and/or set the time zone settings, making sure you click the Save button before exiting.