

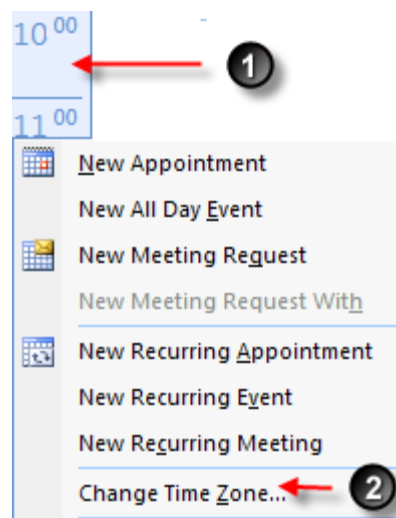
# Microsoft Outlook – Adding an Additional Time Zone



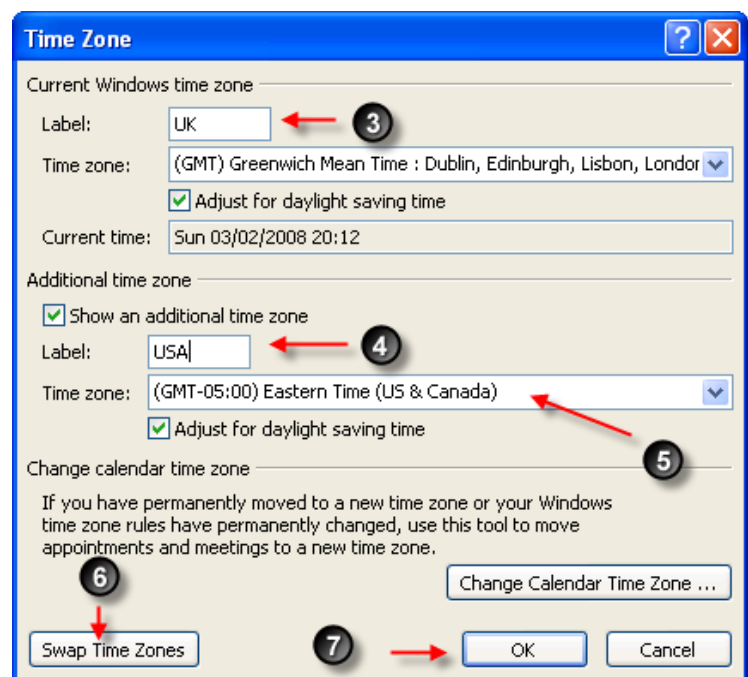
## Adding an Additional Time Zone.

This is a useful feature, you may be working with customers in a different country, the calendar will allow you to show one additional time zone next to your time zone.

1. **Right click** over the appointment time intervals.
2. Select **Change Time Zone**.



3 & 4. . Label the Time Zones, so that you know which one is which.



5. Select the second Time Zone.

6. **Swap Time Zones** will allow you to switch the order of which country Time Zone is show first.

7. Press **OK** to commit the changes

**Preview:** Multiple Time Zones.

USA	UK
04 <sup>00</sup>	08 <sup>00</sup>
05 <sup>00</sup>	09 <sup>00</sup>
06 <sup>00</sup>	10 <sup>00</sup>