

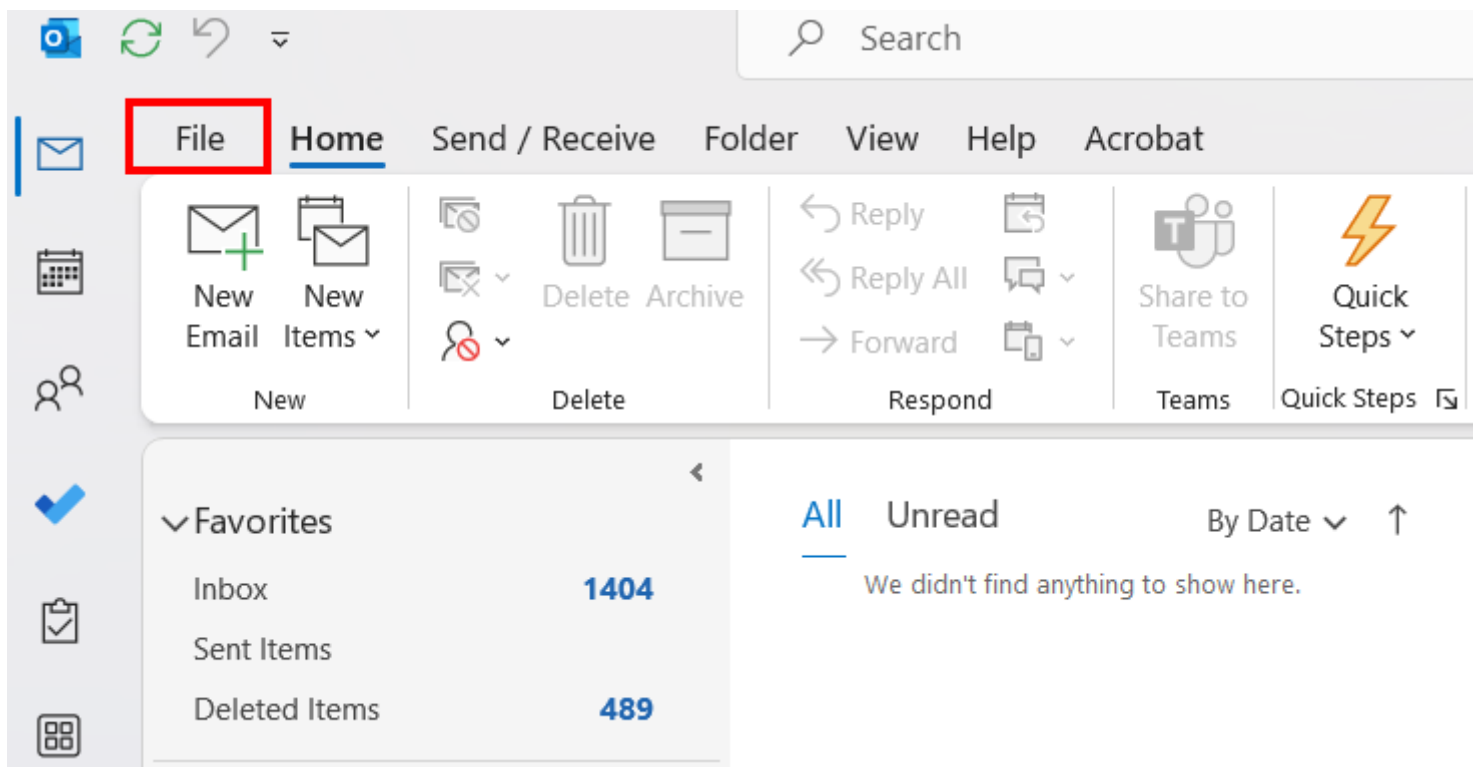
## Adding a second or third time zone to your Outlook Calendar <sup>[1]</sup>

April 15, 2024 by ES and UIS Communications <sup>[2]</sup>

If you or someone on your team works in a different time zone, it can be helpful to have that time displayed in your Calendar. The newest version of Microsoft 365 allows up to three time zones to be displayed in the Outlook Calendar.

The second and third time zones are used only to show a second and third time bar in Calendar view, and do not affect the way in which Calendar items are stored or displayed.

1. In Outlook, click **File**.



2. At the bottom of the left-hand taskbar, click **Options**.

- Office Account
- Feedback
- Options**
- Exit


3. On the **Calendar** tab, under **Time zones**, select the **Show a second time zone** check box and, if needed, the **Show a third time zone** check box.

Outlook Options

- General
- Mail
- Calendar**
- Groups
- People
- Tasks
- Search
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

- Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to:
- Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to:

**Time zones**

 Label:   
Time zone: (UTC-07:00) Mountain Time (US & Canada)  ⓘ

**Show a second time zone**

Label:   
Time zone: (UTC-12:00) International Date Line West


**Show a third time zone**

Label:   
Time zone: (UTC-12:00) International Date Line West

**Scheduling assistant**

- Show calendar details in ScreenTip
- Show calendar details in the scheduling grid

**Automatic accept or decline**


 Automatically accept or decline meeting requests.

**Meeting Insights**

- Show Meeting Insights

4. In the **Label** box for each time zone, type a name for the additional time zone.

## Time zones

 Label:

Time zone:  ⓘ

Show a second time zone


Time zone:

Show a third time zone

Time zone:

5. Select the time zone you want to add from the **Time zone** drop-down menu.

## Time zones

 Label:

Time zone:  ⓘ

Show a second time zone

Time zone:

Show a third time zone

Time zone:

**Scheduling assistant**

Show calendar

Show calendar

**Automatic accept or decline**

Automatically accept or decline

**Meeting Insights**


Show Meeting Insights

6. Click **OK** to save your changes.

- General
- Mail
- Calendar
- Groups
- People
- Tasks
- Search
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

- Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to: 5
- Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to: 1

**Time zones**

 Label:

Time zone: (UTC-07:00) Mountain Time (US & Canada) ⓘ

Show a second time zone

Label: Portland, Seattle

Time zone: (UTC-08:00) Pacific Time (US & Canada)

Show a third time zone

Label: New York City, Washington D.C.


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

Swap Time Zones

**Scheduling assistant**

- Show calendar details in ScreenTip
- Show calendar details in the scheduling grid

**Automatic accept or decline**

 Automatically accept or decline meeting requests. Auto Accept/Decline

**Meeting Insights**

- Show Meeting Insights

OK

**Outlook Calendar** [3]

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