

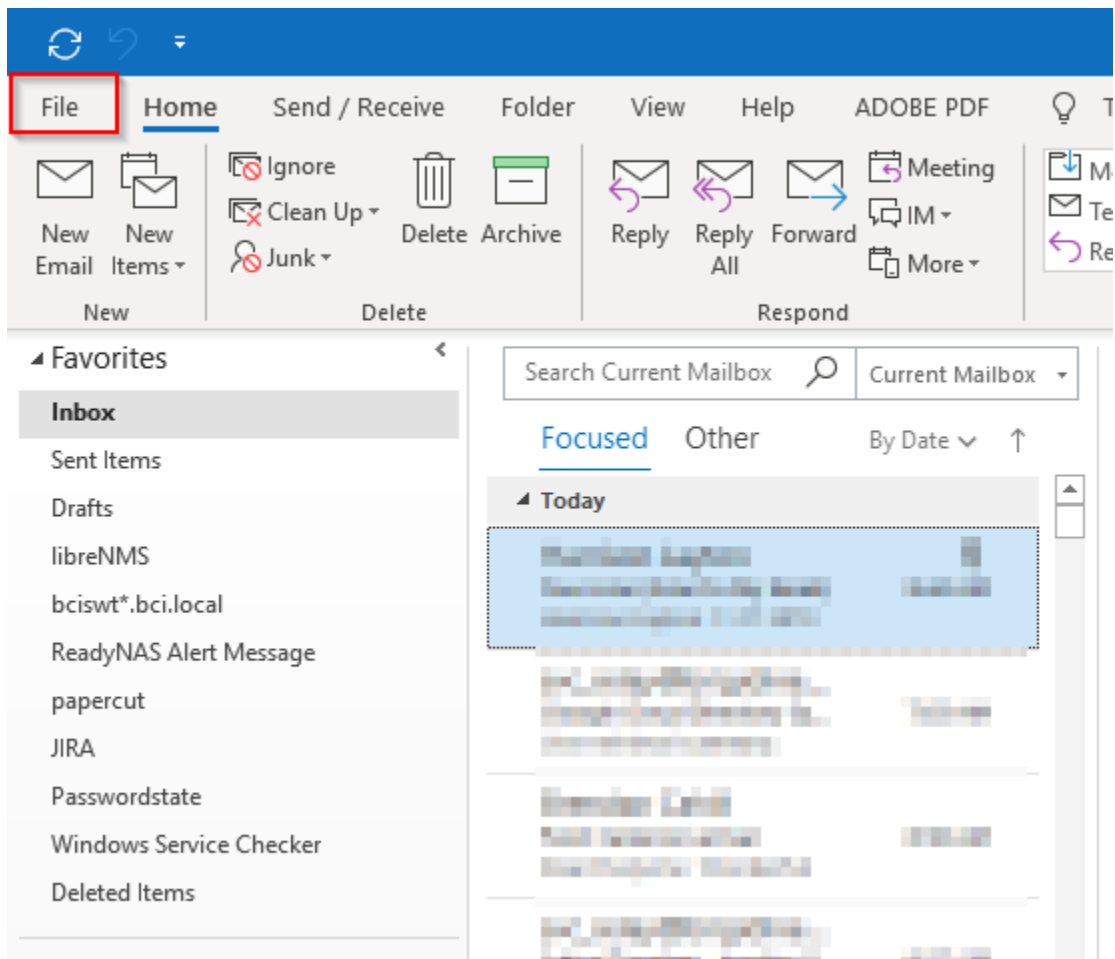
Setting Date and Time

If you are receiving emails in Outlook with incorrect time stamps you will need to change your date and time settings. The steps involved differ depending on whether you access outlook via the Desktop Application or your Internet Browser.

- Date and Time settings in Desktop Application
- Date and Time settings in Browser

Date and Time settings in Desktop Application

Click **File** and then select **Options**





Info

Open & Export

Save As

Save as Adobe
PDF

Save Attachments

Print

Office
Account

Feedback

Options

Exit

Account Information



@brigidine.qld.edu.au

Microsoft Exchange



Add Account

Account
Settings

Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.
<https://outlook.office365.com/owa/brigidine.qld.edu.au/>
- [Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.](#)

[Change](#)Automatic
Replies

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.



Tools

Mailbox Settings

Manage the size of your mailbox by emptying Deleted Items and archiving.

- 97.1 GB free of 99 GB

Manage Rules
& Alerts

Rules and Alerts

Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.




A new window will appear. Select **Calendar** on the list to the left. Scroll down until you see **Time Zones** settings


Outlook Options


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


☒ 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+10:00) Brisbane  

☐ 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 

 Swap Time Zones


Scheduling assistant

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

Automatic accept or decline

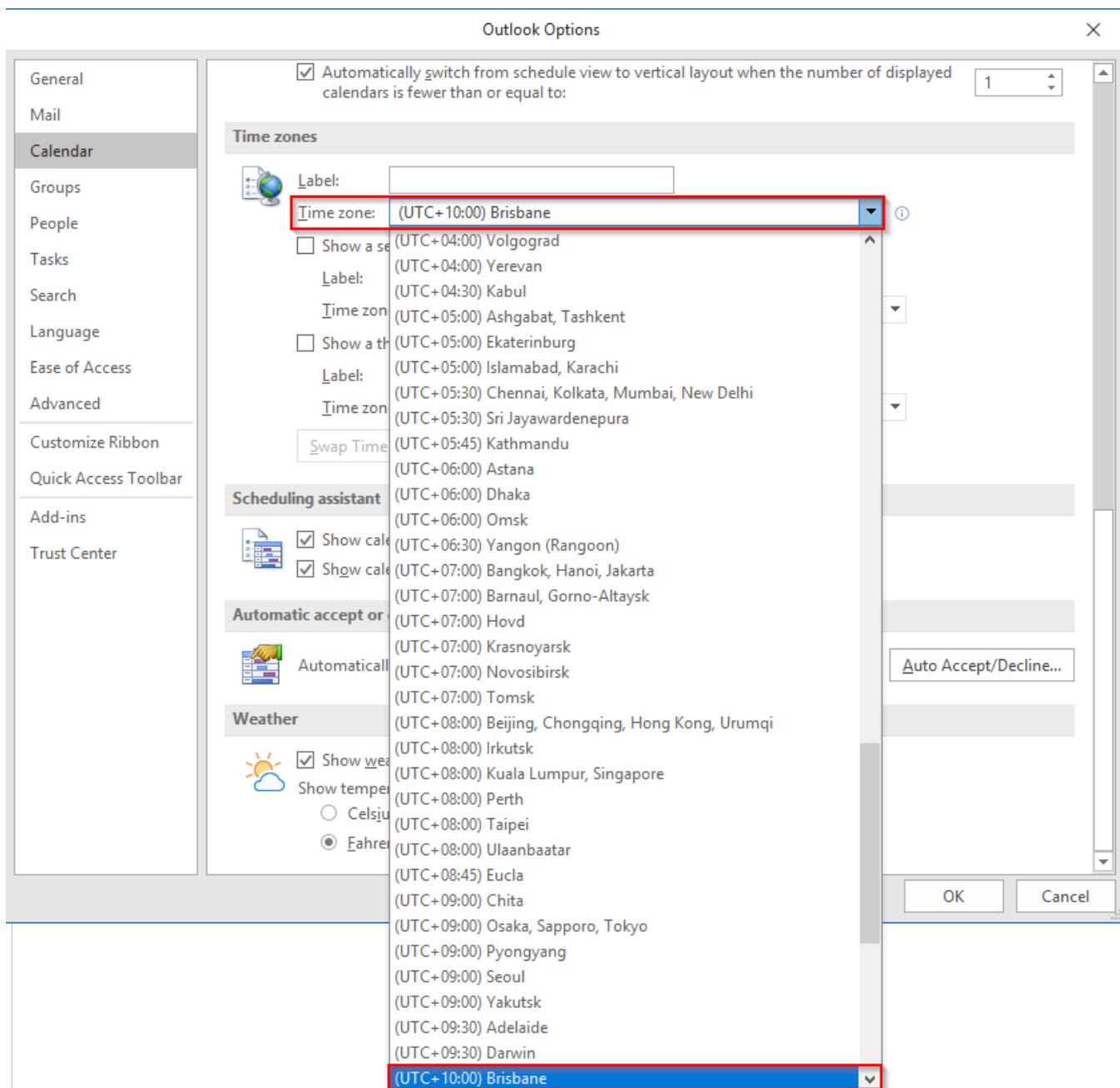
 Automatically accept or decline meeting requests. 

Weather

 ☒ Show weather on the calendar
Show temperature in:
☐ Celsius
☒ Fahrenheit

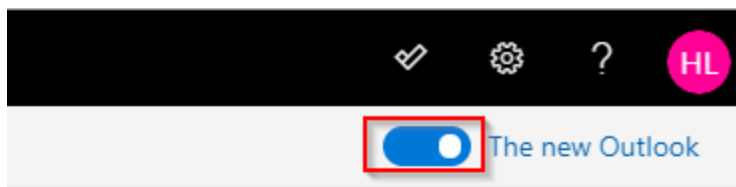
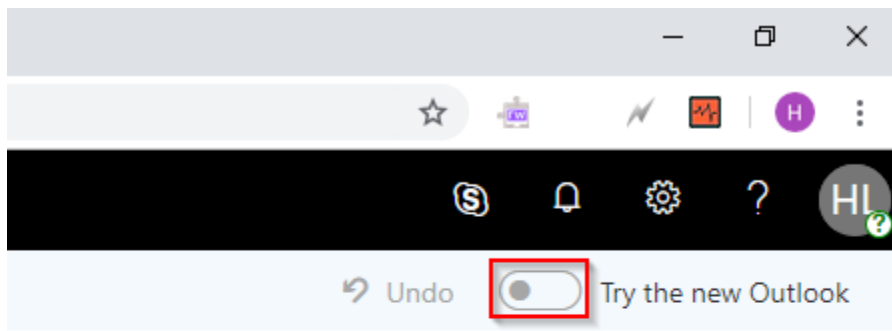
OK Cancel

Click on the **Time Zone** drop-down menu and select the option **(UTC+10:00) Brisbane**

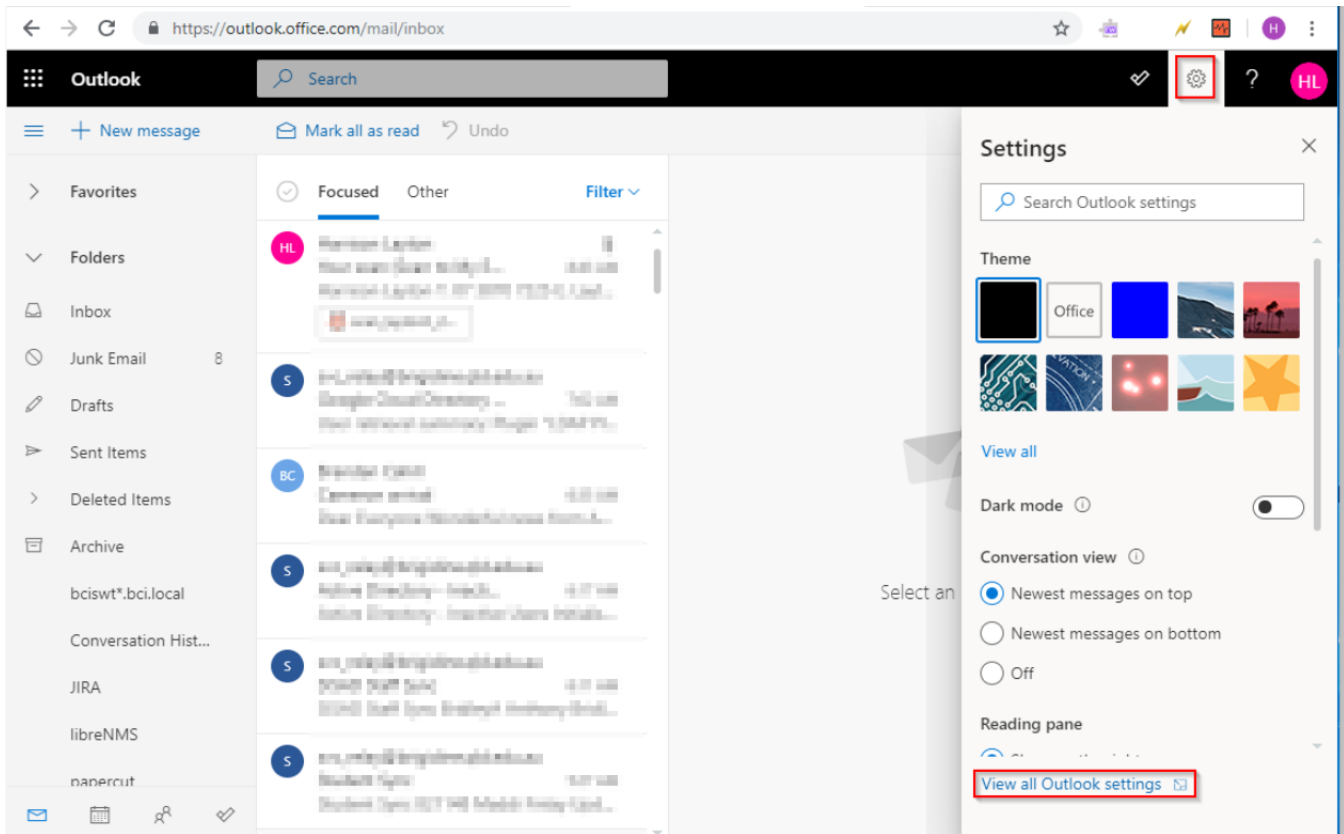


Date and Time settings in Browser

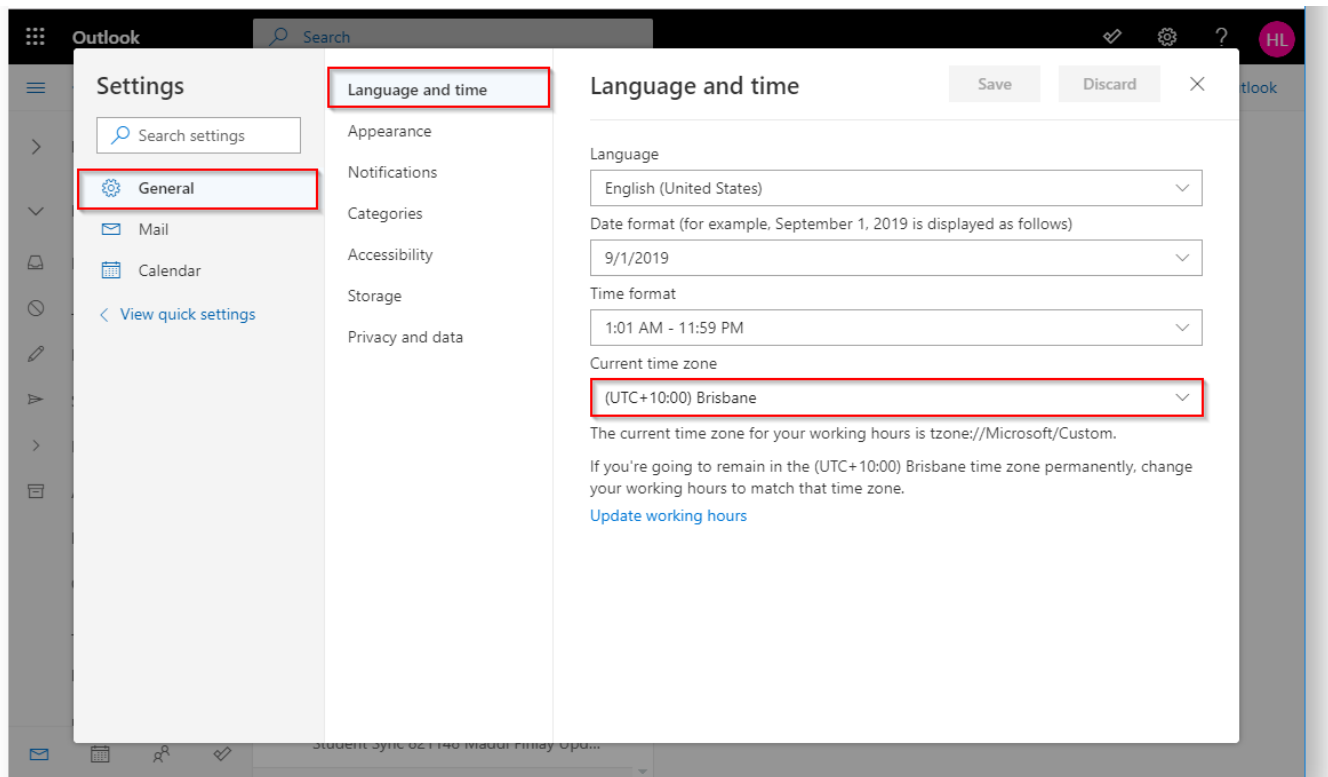
If the **toggle button** on the top right of the browser is grey, click it so that it turns blue.



Click on the **Gear** icon at the top right of the page. Click on the **View all Outlook settings** link.



Click on **General** then **Language and time**. Click on the **Current time zone** drop-down menu.



Select **(UTC+10:00) Brisbane**.

