

# Outlook Calendars: Working with multiple time zones

## **Q. How can I work with multiple time zones in Outlook?**

**A.** You can accommodate multiple time zones two ways. First, from Calendar Options, which can be accessed from the File tab in 2010 and from Tools-Options in 2007, choose to show a second time zone. You can only show one other time zone at a time, but they are easily changeable. They are only visible in the days and weeks view. They will not appear in the month view.

Another way to handle time zones is directly from a meeting notice. In the Appointment, Meeting or Event dialog tab, look in the Options group and locate the Time Zones button. This allows you to choose the time zone you wish to plan in. When you save the appointment, it will show in your local time and in the local time of any recipients.