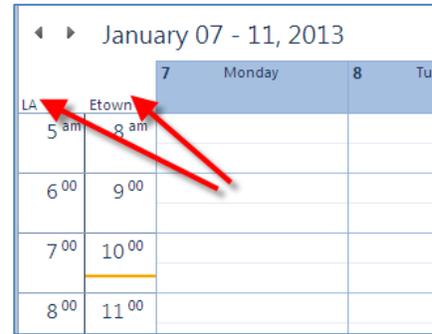


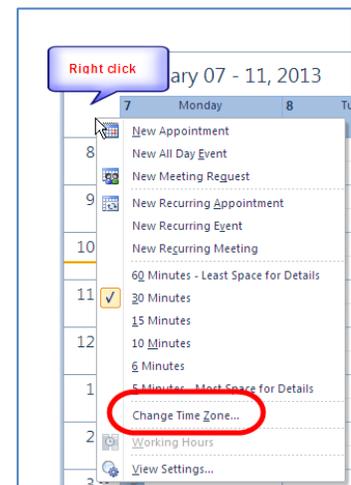
Show two time zones in your Outlook calendar

When you work with people in another time zone, it's a good thing to keep track of what time it is there. But, it's easy to forget how many hours ahead or behind they are. A simple way to keep track of this is by adding a second time zone to your Outlook calendar.

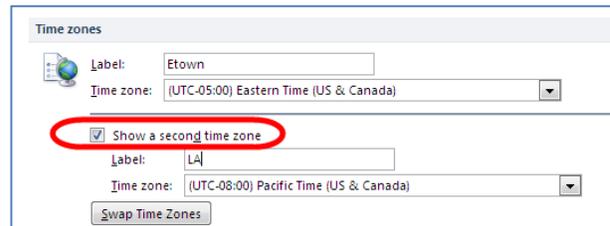


To do this:

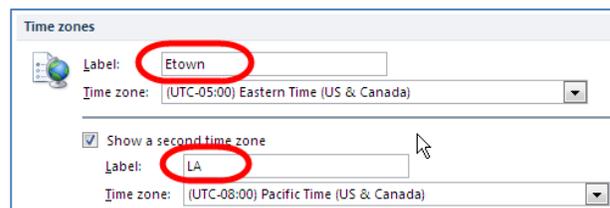
- Display your Calendar in either Day or Work Week view so you can see the time bar that displays the hours in your calendar.
- Right-click above the time bar
- Choose Change Time Zone from the shortcut menu.
In Outlook 2007, alternatively you can choose Tools | Options from the menu bar, click the Calendar Options button, and then click the Time Zone button.



- In the Time Zone dialog box, select the Show An Additional Time Zone check box and select a time zone from the Time Zone dropdown list.



- In the Label text box, type the name of the area to remind you which time zone you're looking at. Then, click OK until you're back to the calendar. Now you'll see the second time zone next to the current time zone.



- Click OK