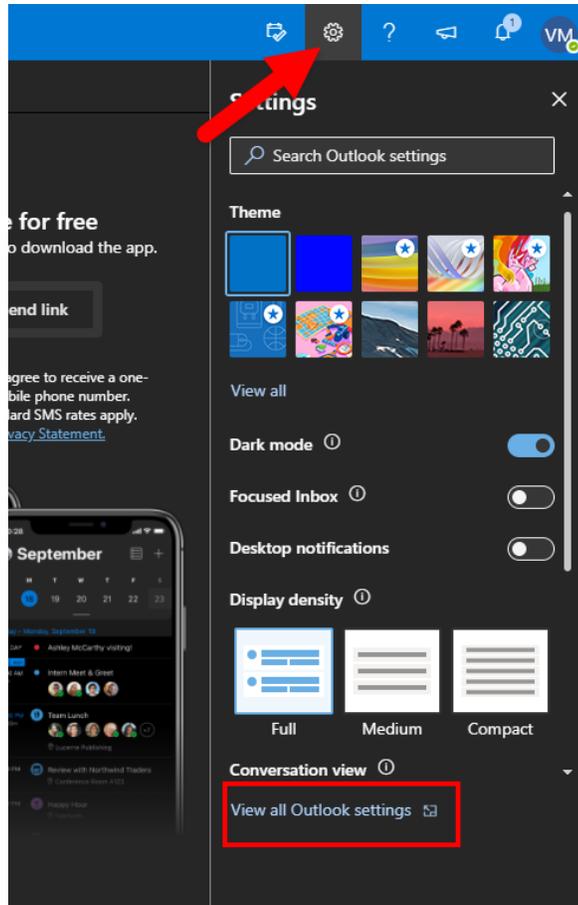# How to Change Time Zone in Office 365 for Outlook/Teams…

- Sign in to **Office 365**
  - Open **Outlook**
    - Click on **Gear icon** for "Settings" in upper right corner near profile
    - Click on **View all Outlook settings** link

    - Then under **General** settings tab
      - Select **Language and Time** top of list
      - Change **Current time zone** to **(UTC-05:00) Eastern Time (US & Canada)**