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

• Sign in to Office 365

- o Open Outlook
 - Click on Gear icon for "Settings" in upper right corner near profile
 - Click on View all Outlook settings link

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

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