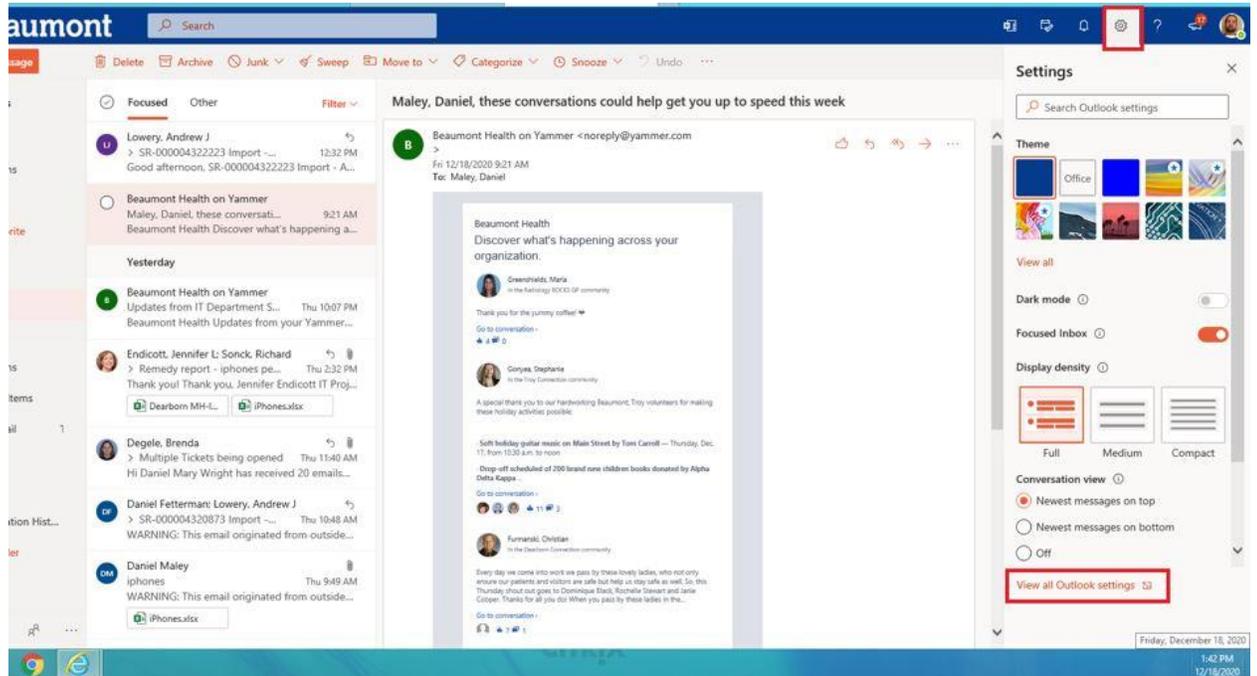


## Outlook Web App: Setting Time Zone and Language

1. Sign into Outlook via the web.
2. At the top of the page, select **Settings** > **View all Outlook settings**.



3. Select **General** > **Language and Time**. Then select the language, date format, time format, and time zone to want to use and select save.

