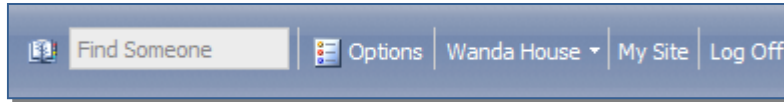


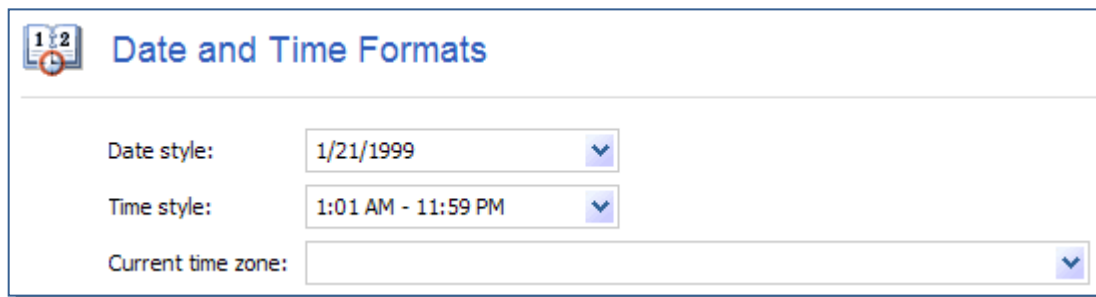
Set Date and Time Formats

This option is used to set the date and time formats that will be used in message folders and calendar items.

- ❖ Click the **Options** link in the upper right corner of the **Outlook Web Access** window (see illustration below).



- ❖ Click the **Regional Settings** link on the left side of the window.
- ❖ The **Regional Settings** window will display.
- ❖ In the **Data and Time Formats** area (see illustration below), click on one of the available options. These are:



- **Date Style** - Click the list arrow for this option to choose a format for displaying the date in the Calendar and on Messages.
 - **Time Style** - To select a format for how the time is to be displayed in a Message or the Calendar, click this list arrow.
 - **Current Time Zone** - This list will display the different time zones around the world. Once the correct time zone is located, click the link for that zone.
- ❖ Once the selections have been made, click the **Save** button (see illustration at right) at the top of the window.

