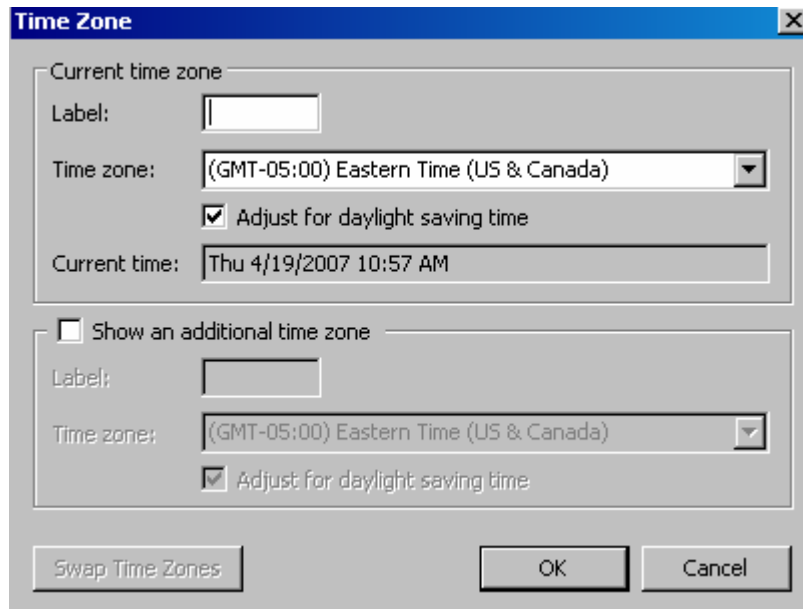


Display Different Time Zones

To display an additional time zone in your calendar:

1. Choose **Tools** → **Options** to display the dialog box.
2. On the Preferences tab, click **Calendar Options** to display the Calendar Options dialog box.
3. In the **Advanced Options** section, click **Time Zone** to open the Time Zone dialog box.



4. Check the **Show An Additional Time Zone** check box.
5. In the label text box, enter a name to display for the new time zone.
Note: You can also enter a label for the current time zone, if needed. Enter the name in the label text box of the current time zone section.
6. From the Time Zone drop-down list, select the desired time zone.
7. If you want your computer clock to automatically adjust for daylight savings time, check the **Adjust For Daylight Saving Time** check box.
8. Click **OK**, as necessary, to add the time zone and to close the dialog boxes.