

Time Zone Trick

Problem,

I regularly have to coordinate meetings or telephone conversations with someone in another time zone? The time difference can get confusing and hard to keep track of.

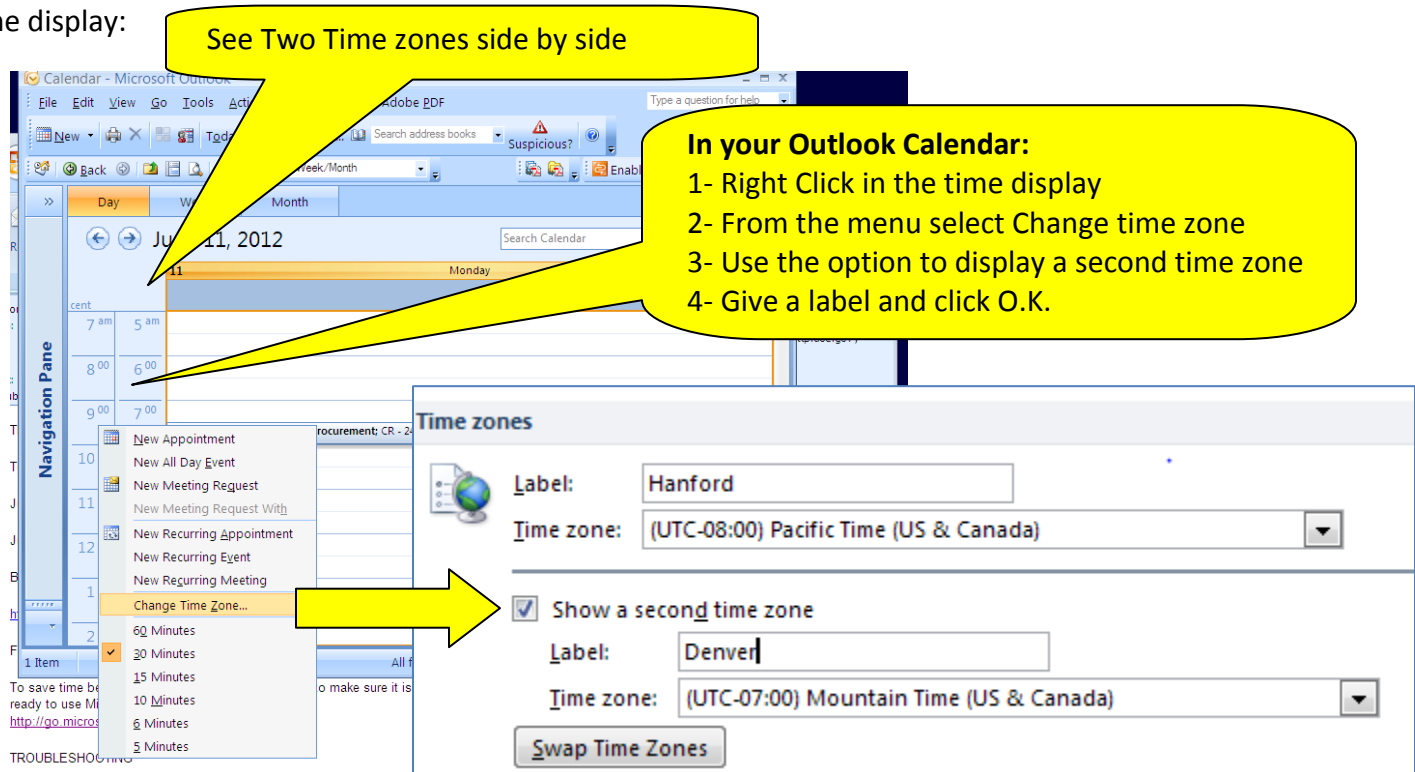
Solution:

Let Outlook help you pick the right time in a different time zone, without changing your local time zone display:

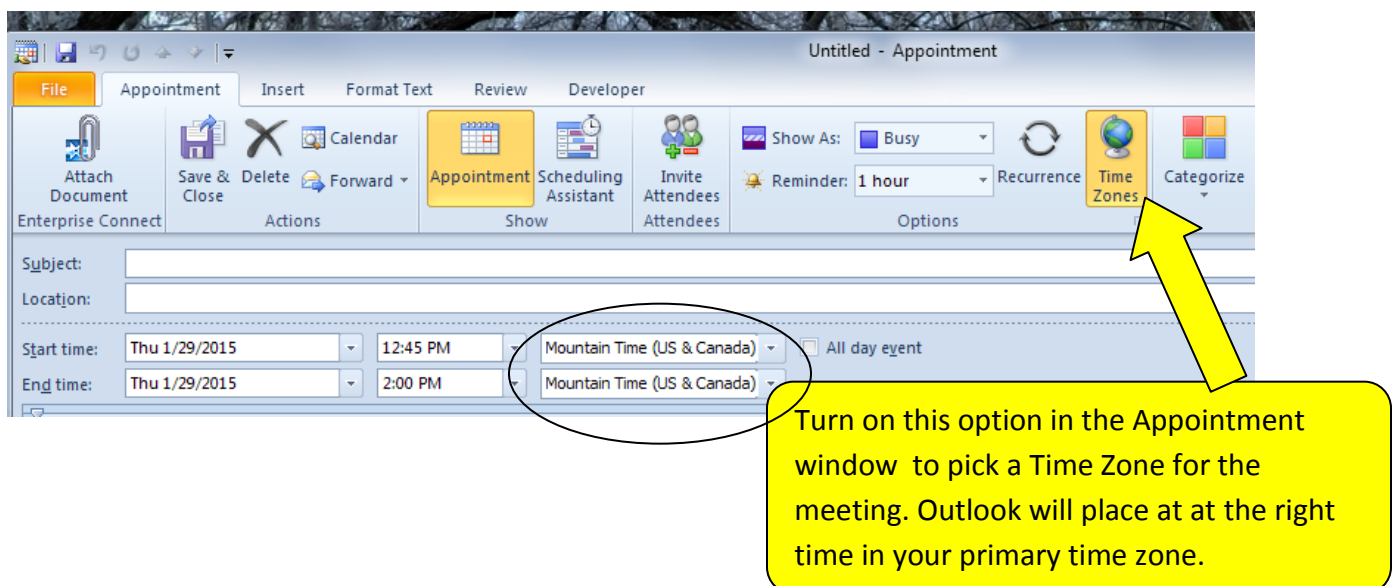
See Two Time zones side by side

In your Outlook Calendar:

- 1- Right Click in the time display
- 2- From the menu select Change time zone
- 3- Use the option to display a second time zone
- 4- Give a label and click O.K.



Here is another way to schedule an appointment in a different time zone:



Turn on this option in the Appointment window to pick a Time Zone for the meeting. Outlook will place at the right time in your primary time zone.