

# Outlook Calendar troubleshooting - My events are not showing in the expected time zone

Last Modified on Apr 5, 2023

If busy times appear in wrong hours on OnceHub or in your Outlook Calendar, there may be a time zone difference between your Outlook's time zone and the time zone on your [Booking page](#). To change the time zone:

- Go to the relevant Booking page (Figure 1). In the **Overview** section, select the new time zone and save.

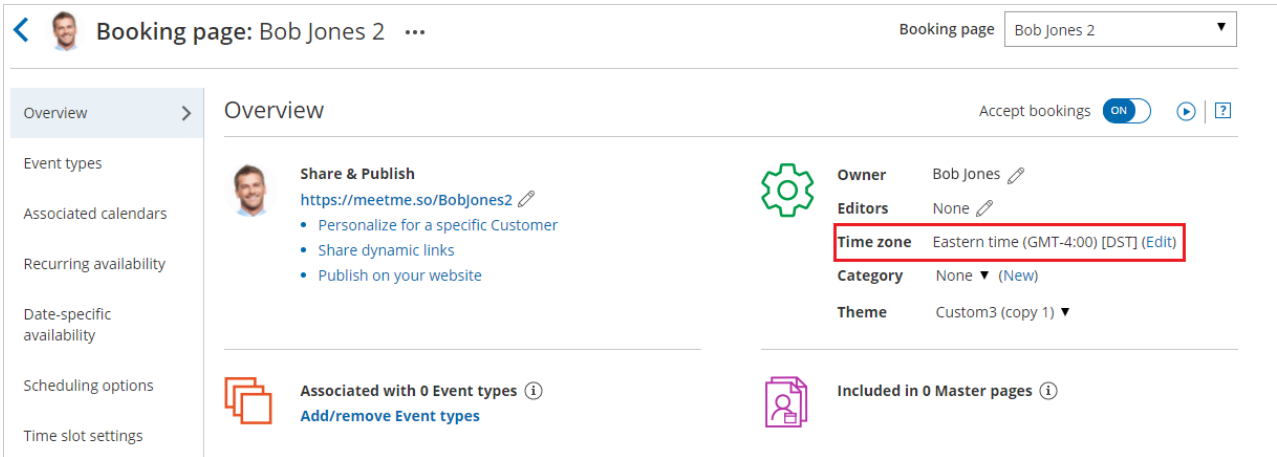


Figure 1: Booking page Overview section

- **In your Outlook client:** To change the time zone in Outlook, click on **File -> Options -> Calendar settings**. In the time zone area, select the new time zone and save. Note: The time zone of Outlook client is the same as your PC. Reload/refresh the OnceHub page to reflect the change.
- **In your web Outlook via the browser** (Figure 2):

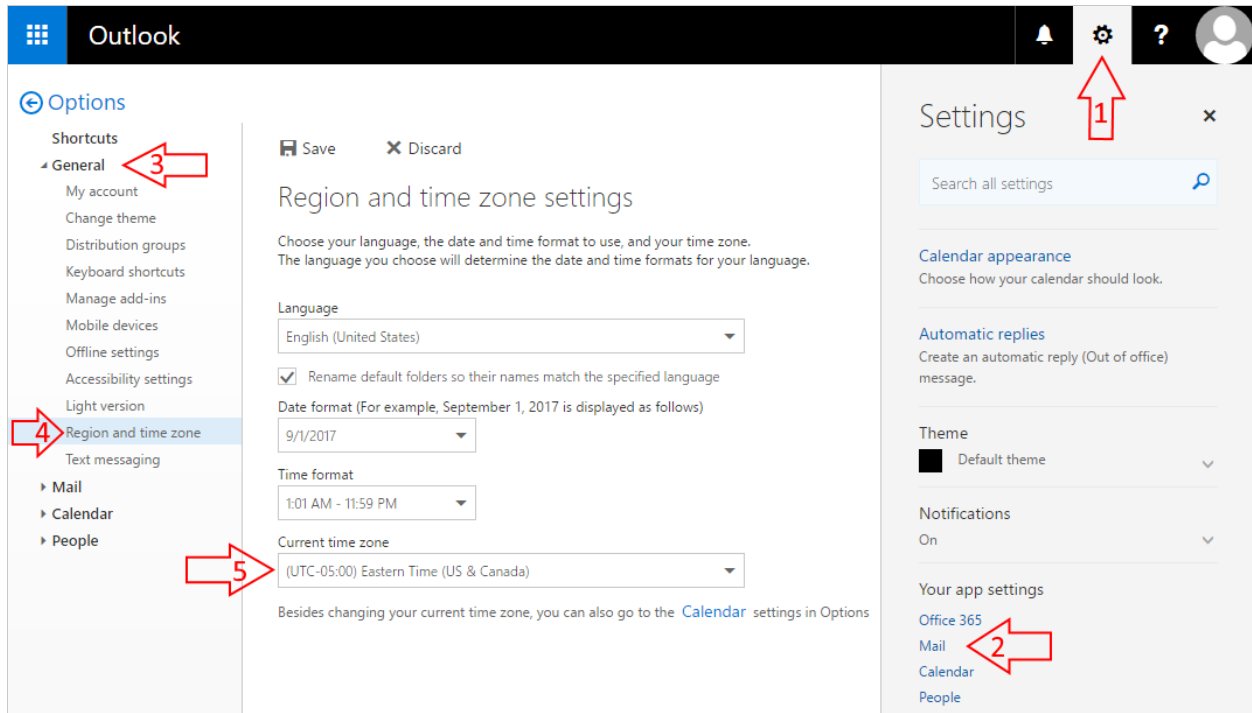


Figure 2: Outlook calendar region and time zone section

- Click **settings icon**.
- Click **Mail**.
- Click **General**.
- Click **Region and time zone**.
- Set **your time zone**.