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

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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.

< 🧕 Booking p	Booking page	Bob Jones 2	•		
Overview >	Overview		Acce	ept bookings 이	• ?
Event types	Share & Publish	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Owner Bob Jones	Ø	
Associated calendars	https://meetme.so/Bobjones2 🖉	ू 	Editors None 🖉		_
	Share dynamic links	ner	Time zone Eastern tim	ne (GMT-4:00) [DST] (Edi	it)
Recurring availability	Publish on your website		Category None ▼ (I	New)	
Date-specific availability			Theme Custom3 (copy 1) 🔻	
Scheduling options	Associated with 0 Event types (Included in 0 Master pages (i)		
Time slot settings		4 <u>0</u> 4			

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):

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iii Outlook		A 0 ? 🕓		
€ Options		Settings		
Shortcuts	R Save X Discard			
My account Change theme	Region and time zone settings	Search all settings		
Distribution groups Keyboard shortcuts	Choose your language, the date and time format to use, and your time zone. The language you choose will determine the date and time formats for your language.	Calendar appearance Choose how your calendar should look.		
Manage add-ins	Language			
Mobile devices	English (United States)	Automatic replies		
Accessibility settings	Rename default folders so their names match the specified language	Create an automatic reply (Out of office) message.		
Light version	Date format (For example, September 1, 2017 is displayed as follows)			
Region and time zone	9/1/2017 👻	Theme		
Text messaging	Time format	Default theme 🗸 🗸		
Mail	1:01 AM - 11:50 PM			
Calendar	1.01 AW - 11.35 TW	Notifications		
People	Current time zone	On 🗸		
5	(UTC-05:00) Eastern Time (US & Canada)			
	Besides changing your current time zone you can also go to the Calendar settings in Options	Your app settings		
	besides changing your carrent and zone, you can also go to the carendar settings in options	Office 365		
		Mail		
		People		

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.