Outlook Calendar: Events not showing in the expected time zone

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.
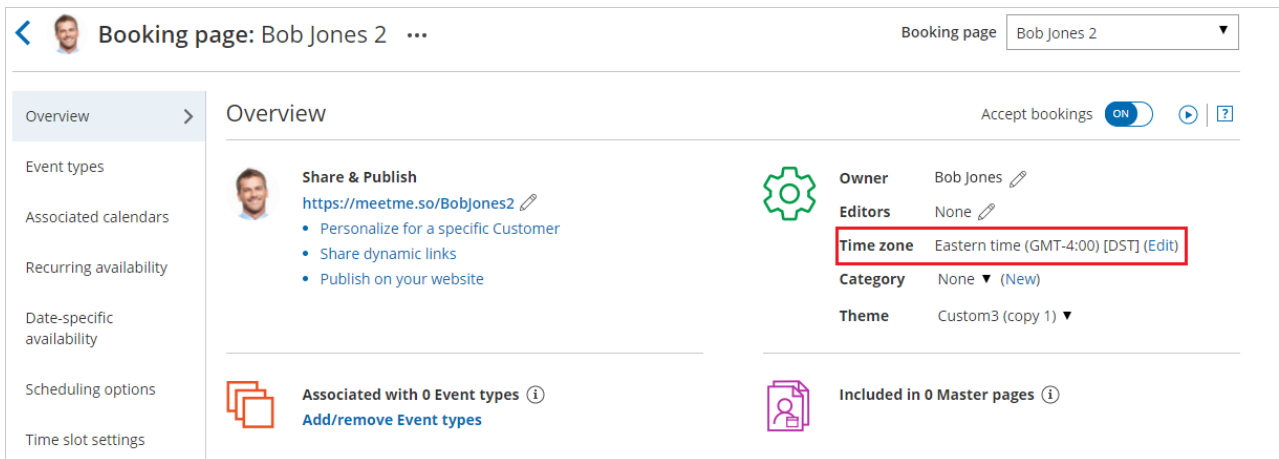

Figure 1: Booking page Overview section

- **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.
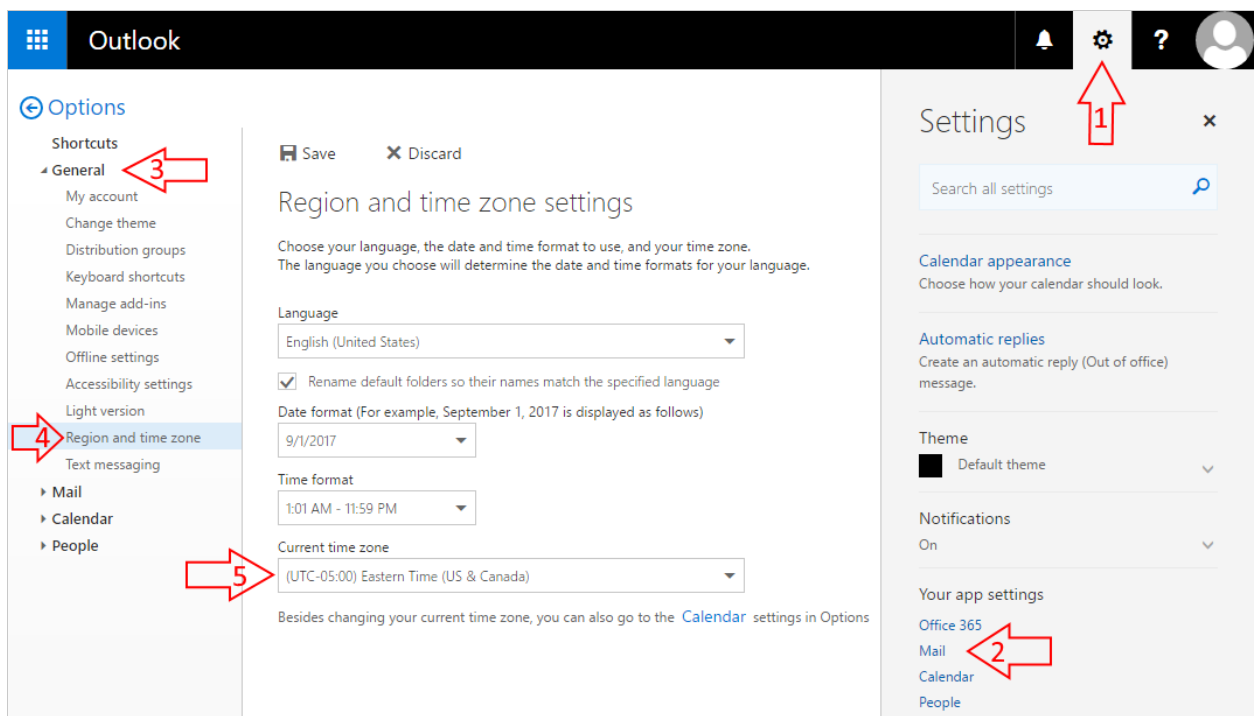- **In your web Outlook via the browser** (Figure 2)**:**

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**.