Outlook Calendar: Events not showing in the expected time zone [Classic]

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. In the **Overview** section, select the new time zone and save.
- 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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Change theme Distribution groups Keyboard shortcuts Manage add-ins Mobile devices Offline settings	■ Save ★ Discard Region and time zone settings 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. Language English (United States)	Settings 1 × Search all settings ρ Calendar appearance Choose how your calendar should look. Automatic replies Create an automatic reply (Out of office)
Accessibility settings Light version Region and time zone Text messaging	Rename default folders so their names match the specified language Date format (For example, September 1, 2017 is displayed as follows) 9/1/2017	Theme Default theme
 Mail Calendar People 	Time format 1:01 AM - 11:59 PM Current time zone	Notifications On V
	Besides changing your current time zone, you can also go to the Calendar settings in Options	Your app settings Office 365 Mail Calendar 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.