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

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):

iii Outlook		<b>≜</b>	9
Options     Shortcuts     General     My account     Change theme     Distribution groups     Keyboard shortcuts     Manage add-ins     Mobile devices     Offline settings     Accessibility settings     Light version     Region and time zone     Text messaging     Mail     Calendar	■ 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	
		Create an automatic reply (Out of office) message.	
	9/1/2017  Time format 1:01 AM - 11:59 PM	Theme Default theme	1
People	Current time zone (UTC-05:00) Eastern Time (US & Canada) Besides changing your current time zone, you can also go to the Calendar settings in Options	On Vour 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.