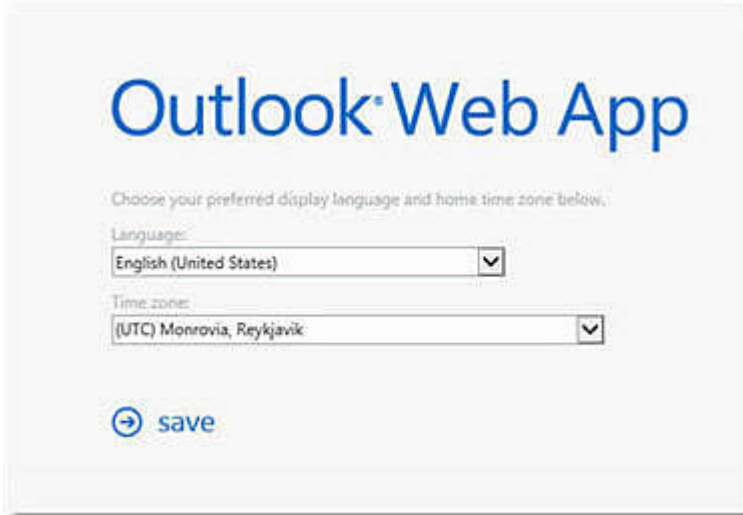


Setting and changing OWA timezone


The first time that you sign in to OWA (Outlook Web App), you will be asked to set your current time zone

If you don't set the time zone, the time zone is set to **(UTC) Monrovia, Reykjavik**. *There's no method for admins to set up the time zone setting in advance in Outlook Web App for all users.*

The following screen shot shows the OWA (Outlook Web App) sign-in screen in Office 365 - the first time you log into your college email



To change the time zone to the correct setting in OWA (Outlook Web App), follow these steps:

1. Sign in to Outlook Web App, click **Settings** (), and then click **Options**
2. In the left navigation pane, click **Settings**, and then click **Regional**
3. In the **Current time zone** box, click the arrow, and then click the correct time zone setting
4. Click **Save**

For more information about how to set the time zone in Outlook Web App, see [Regional settings](#)