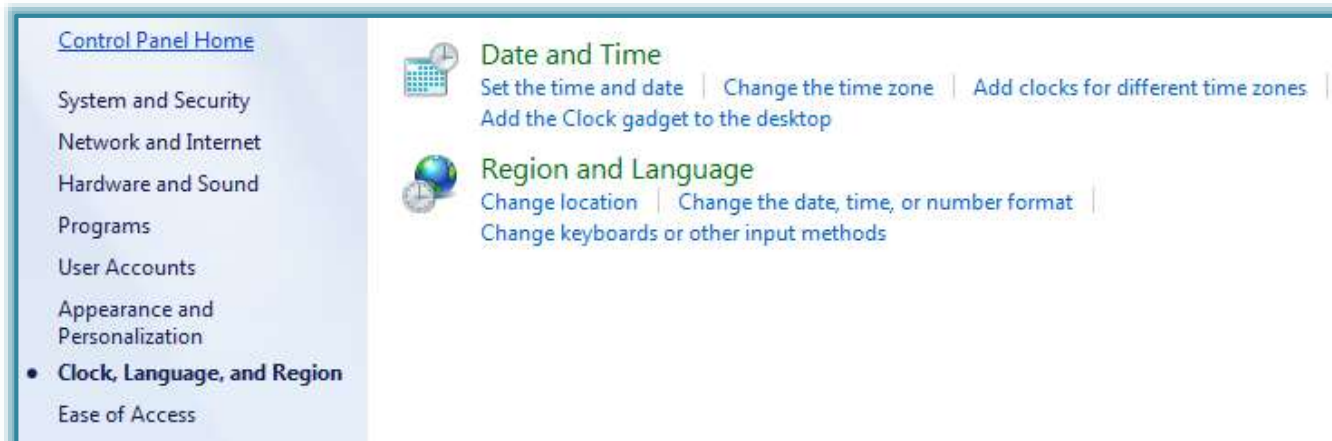


Clock, Language, and Region

- ✦ In **Category View** of the **Control Panel**, click the **Clock, Language, and Region** link.



- ✦ The **Clock, Language, and Region** window will display (see illustration below).

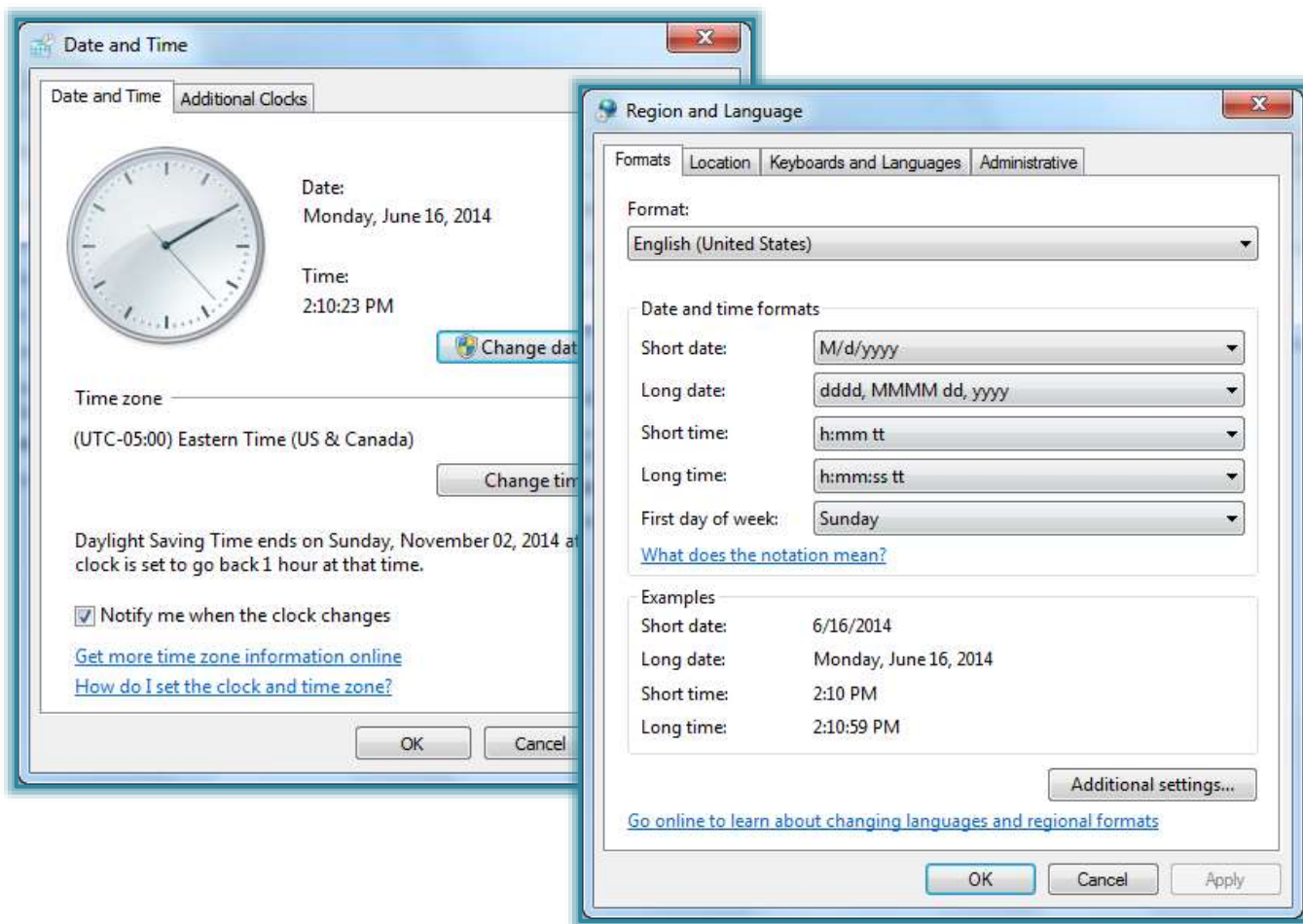


Change Date

- ✦ Click the **Date and Time** link.
- ✦ The **Date and Time** dialog box will appear (see illustration next page left).
- ✦ Click the **Change Date and Time** button.

Change Time Zone

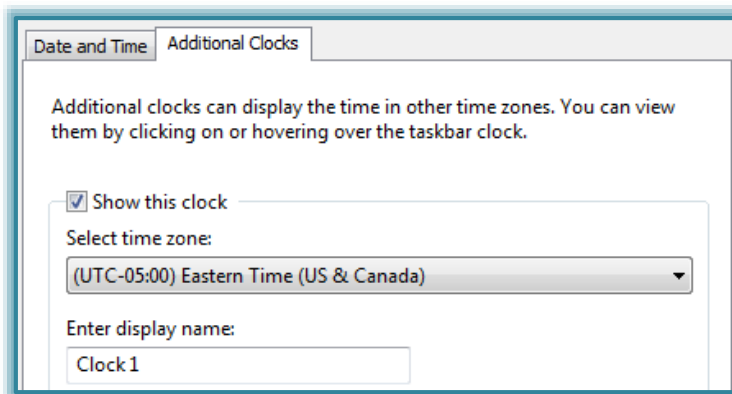
- ✦ To change the **Time Zone**, click the **Change Time Zone** button.
- ✦ The **Time Zone Settings** window will display (see illustration next page right).
- ✦ Use the list to select a time zone.
- ✦ Click the **OK** button.



Add Additional Clock

This feature can be used to add up to two additional clocks for other time zones.

- ✦ Click the **Additional Clocks** tab.
- ✦ Click the **Show This Clock** check box.
- ✦ Select a different time zone from the **Show Time Zone** list.
- ✦ Under **Enter Display Name**, input a name for the clock.



- ✦ Click **Apply** to save this information.
- ✦ The clock for the specified time zone will display when you move the mouse pointer over the **Time and Date** in the lower right corner of the **Taskbar**.