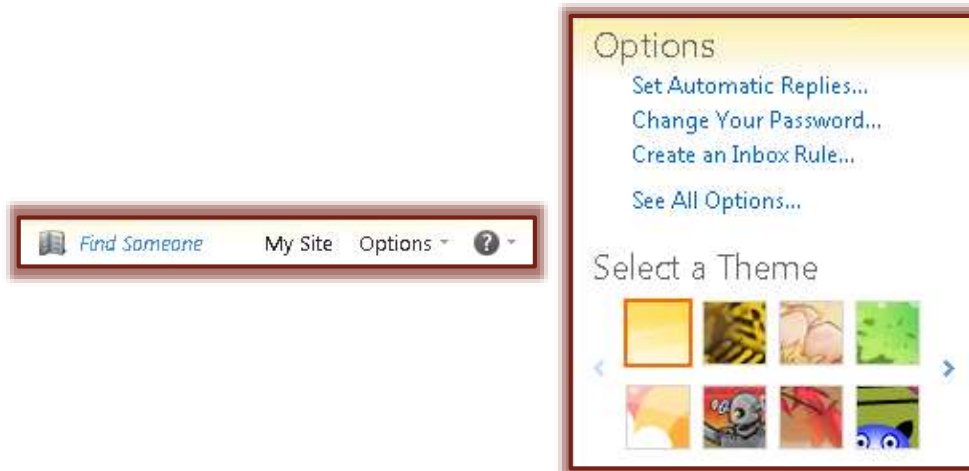


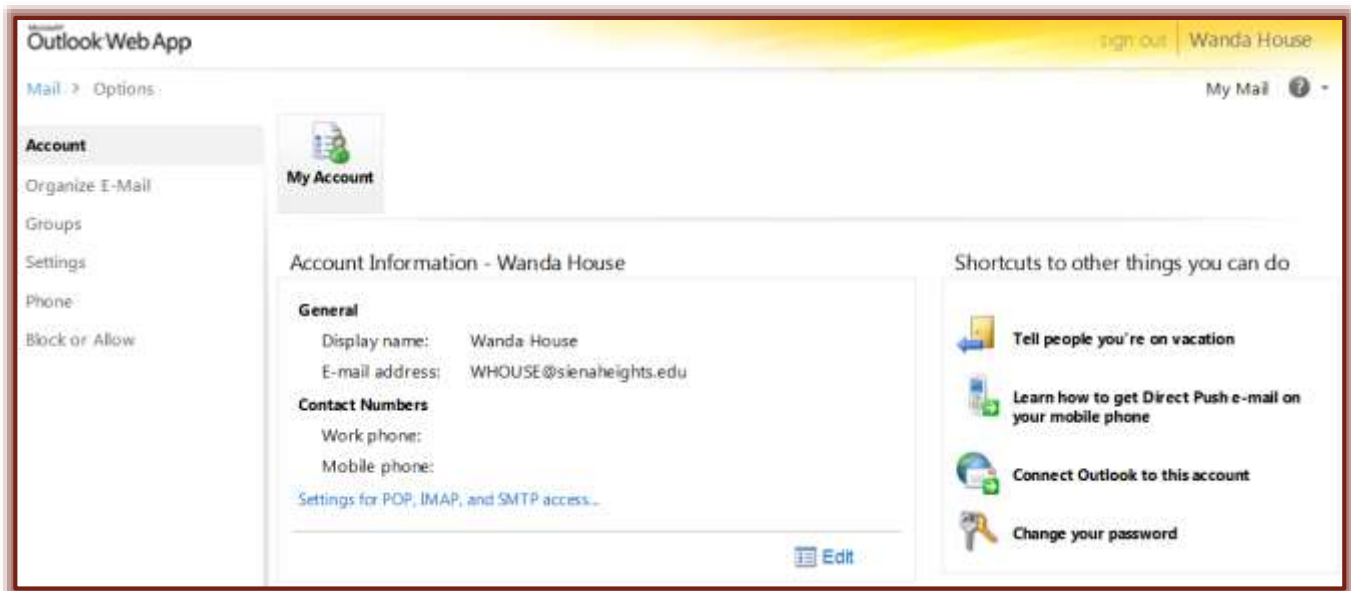
Set Date and Time Formats

This option is used to set the date and time formats that will be used in message folders and calendar items.

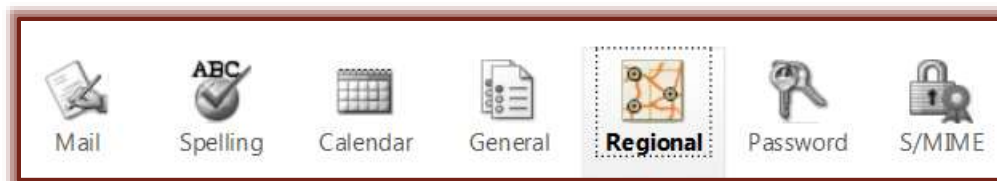
- Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see illustration below).



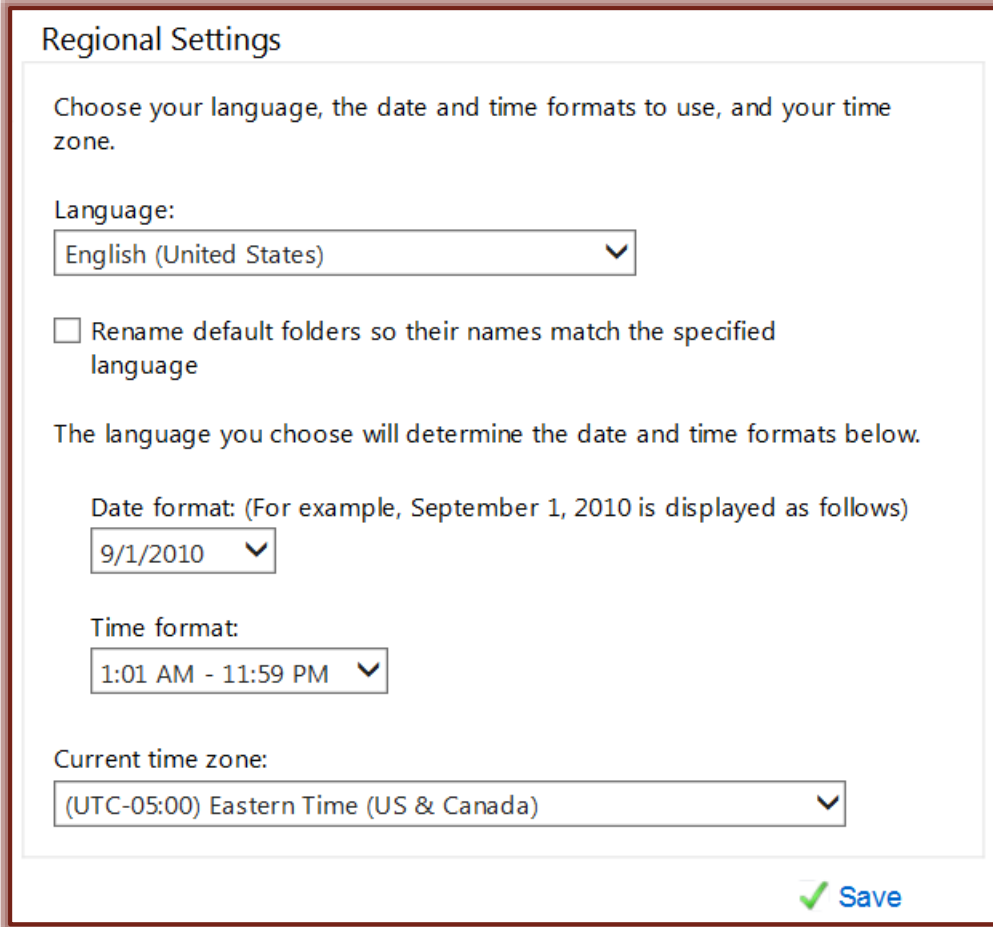
- In the list that appears, click the **See All Options** link.
- The **Options** window will display with the **My Account** option window selected (see illustration below).



- Click the **Settings** link on the left side of the window.
- Click the **Regional** button at the top of the window.



 The **Regional Settings** window will display.



Regional Settings

Choose your language, the date and time formats to use, and your time zone.

Language:
English (United States) ▼


Rename default folders so their names match the specified language





The language you choose will determine the date and time formats below.

Date format: (For example, September 1, 2010 is displayed as follows)
9/1/2010 ▼

Time format:
1:01 AM - 11:59 PM ▼

Current time zone:
(UTC-05:00) Eastern Time (US & Canada) ▼

 Save

-  Click the **Language** list to select a different language. The default is **English (United States)**.
-  If all the folders in the Outlook program are to be labeled with the new language, click the **Rename Default Folder** check box.
-  In the **Data and Time Formats** area, click one of the available options. These are:
 - ✦ **Date Format** – Click the list arrow for this option to choose a format for displaying the date in the Calendar and on Messages.
 - ✦ **Time Format** – To select a format for how the time is to be displayed in a Message or the Calendar, click this list arrow.
 - ✦ **Current Time Zone** – This list will display the different time zones around the world. Once the correct time zone is located, click the link for that zone.
-  Once the selections have been made, click the **Save** button in the bottom right corner of the window. 