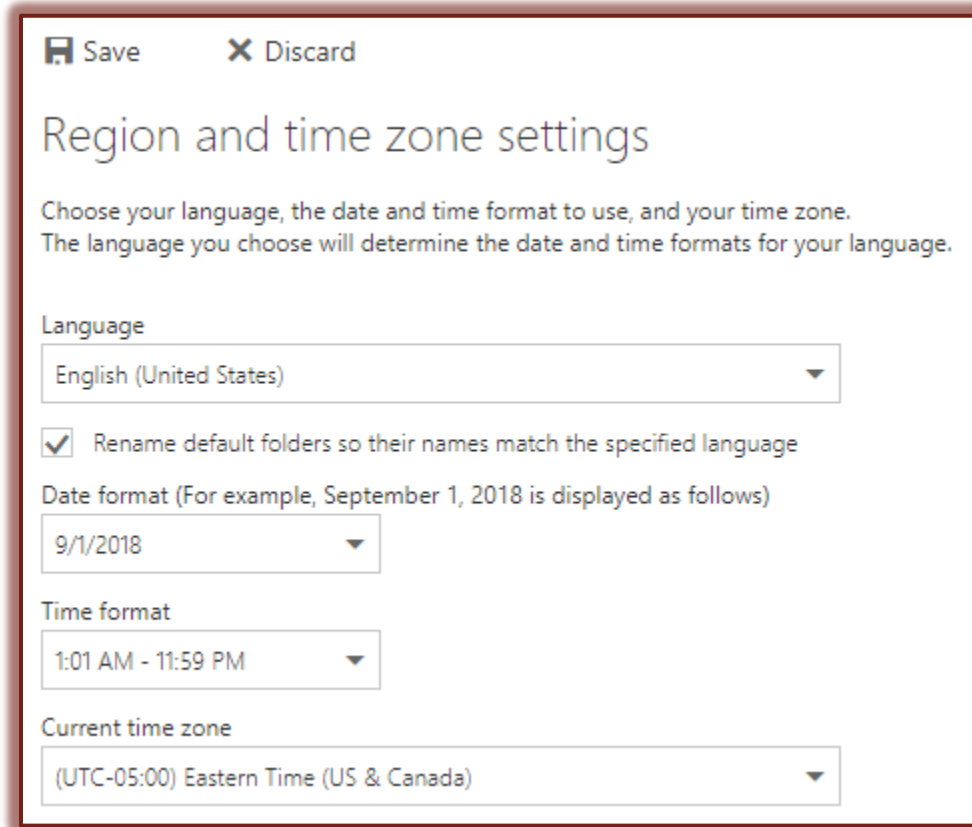


## Set Date and Time Formats

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

- Go to your **Webmail** through **My Siena**.
- Click the **Options** button in the upper right corner of the **Outlook** window. This is the highlighted button shown in the illustration at the right.
- In the list, select **Options**.
- Click the **General** link, if necessary.
- Click the link for **Region and Time Zone**.
- The **Region and Time Zone Settings** window will display.



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)

Rename default folders so their names match the specified language

Date format (For example, September 1, 2018 is displayed as follows)  
9/1/2018

Time format  
1:01 AM - 11:59 PM

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

- 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 Folders** check box.
- In the **Data Format** area, click one of the available options.
- In the **Time Format** area, click one of the available options.
- Select a **Time Zone** from the **Current Time Zone** list.
- Once the selections have been made, click the **Save** button in the top of the window.