



COMMUNITIES OF PRACTICE

HOW TO CHANGE YOUR
PERSONAL TIME ZONE

TABLE OF CONTENTS

TIME ZONE SETTINGS	3
WHY IS IT IMPORTANT TO ADJUST TIME ZONE INFORMATION	3
HOW TO ADJUST TIME ZONE INFORMATION	3

TIME ZONE SETTINGS

WHY IS IT IMPORTANT TO ADJUST TIME ZONE INFORMATION

It is imperative that all CoP Members be encouraged to set their time zone. Event times within the various community calendars are displayed based on the CoP Member's time zone information. The default time zone is set to Mountain Time; as such if the CoP Member does not adjust their time zone settings all calendars event times will be displayed in Mountain Time for that particular CoP Member.

HOW TO ADJUST TIME ZONE INFORMATION

The following are the steps to adjust time zone settings:

1. Log into the Communities of Practice
2. Click on “Welcome *your username*” located in the bottom right corner of the screen (see *Figure 11*).

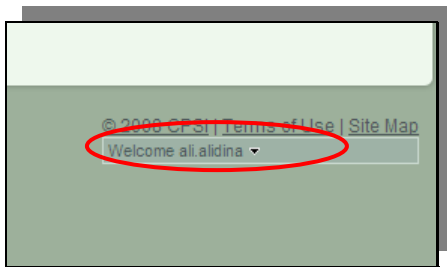


Figure 1: Bottom right-hand corner of screen

3. Select “My Settings”(see *Figure 12*)

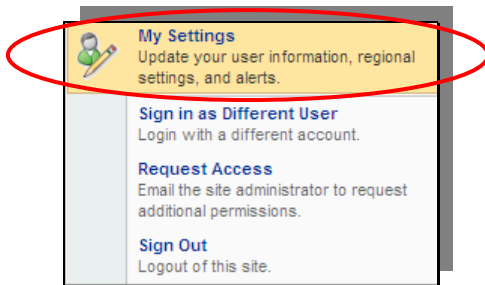


Figure 2: Select "My Settings"

4. Select “My Regional Settings” (see *Figure 13*)

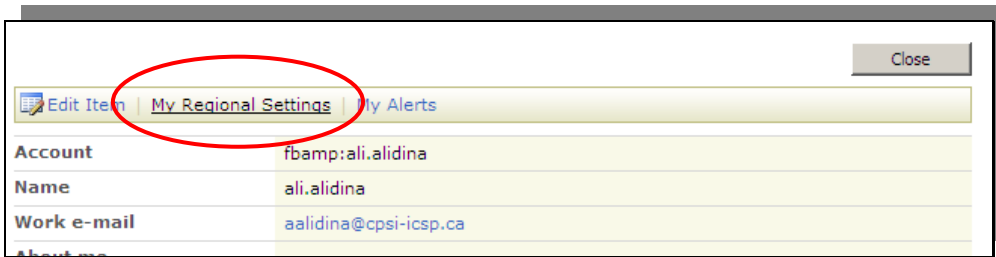


Figure 3: "My Regional Settings"

5. Uncheck “Always follow web settings” (see *Figure 14*)

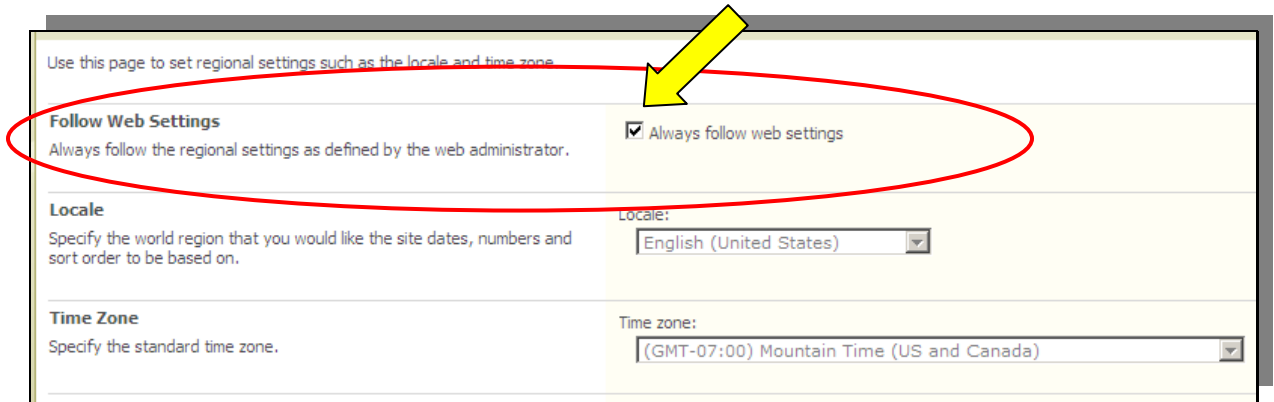


Figure 4: "Always follow web settings"

6. Select your time zone from the list of time zones (see *Figure 15*)

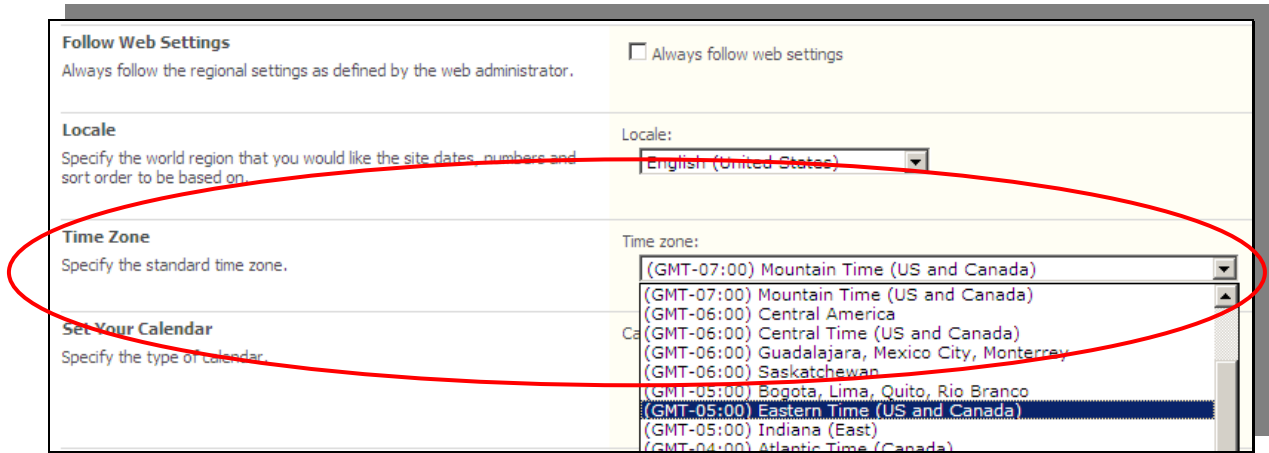


Figure 5: Select your time zone

7. Click “OK”