

# Fast•Class File

SmartOffice

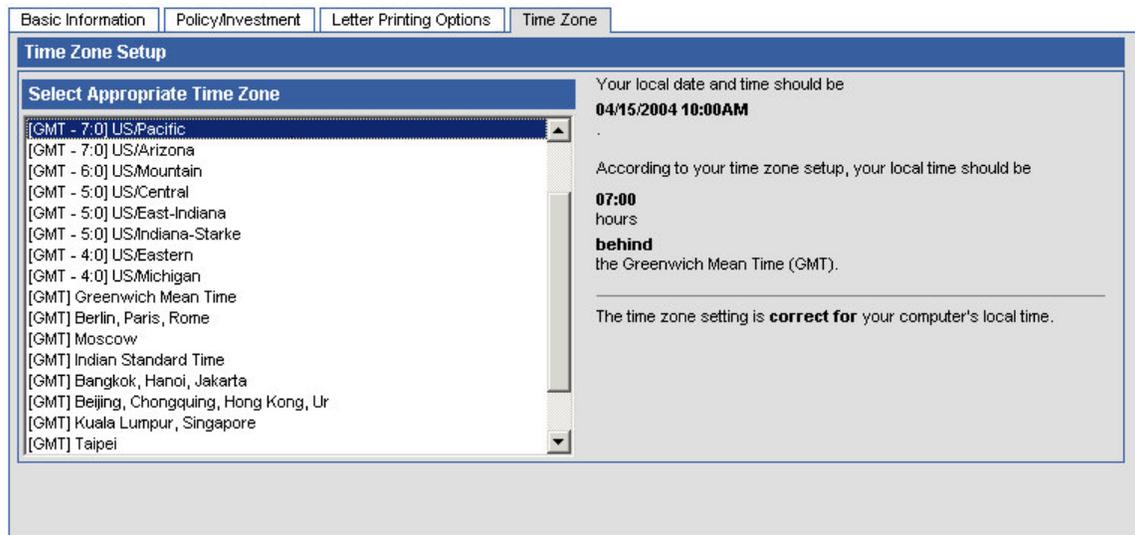
## Volume 13: Time Zone Adjustment

Adjusting the time zone in SmartOffice will automatically reschedule all timed activities in the SmartOffice Calendar.

Additionally, users in different time zones with shared activities will see timed activities set according to their individual time zone settings. For instance, if Daniel Odell is in New York and has set his SmartOffice time zone setting to Eastern, and his assistant in Los Angeles schedules a phone call for him at 9:00 a.m. Pacific time, when Daniel logs in to SmartOffice, he will see the phone call scheduled for 12:00 p.m. Eastern time.

To adjust the time zone setting in SmartOffice:

- Select **User Setup** in the main menu then select **User Preferences**.
- When the User Preferences open, select the **Time Zone** tab.



**Figure 1: The Time Zone tab of the User Preferences.**

- Select the time zone in the **Select Appropriate Time Zone** section of the **Time Zone** tab.
- Important information regarding your time zone selection will be displayed on the right side of the **Time Zone** tab.

Your local date and time should be  
**04/15/2004 01:00PM**

According to your time zone setup, your local time should be  
**04:00**  
 hours  
**behind**  
 the Greenwich Mean Time (GMT).

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Warning: Your browser reports that your computer's local time is  
**07:00**  
 hours  
**behind**  
 GMT, and the local date and time is  
**04/15/2004 10:00AM**

The first entry lists the local time based on the time zone selection.

The second entry lists the difference between Greenwich Mean Time (GMT) and the SmartOffice time zone selection.

The third entry displays any discrepancy between the SmartOffice time zone setting and the local computer time zone setting.

Figure 2: Time zone information displayed on the right side of the Time Zone tab.

Your local date and time should be  
**04/15/2004 10:02AM**

According to your time zone setup, your local time should be  
**07:00**  
 hours  
**behind**  
 the Greenwich Mean Time (GMT).

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The time zone setting is **correct for** your computer's local time.

SmartOffice will also indicate when the SmartOffice time zone setting and the local computer time zone setting are in sync.

Figure 3: Time zone information displayed on the right side of the Time Zone tab (no discrepancy between the SmartOffice time zone setting and local computer time).

- Click the **Save** button to save the time zone setting and timed activities will be reset automatically.

