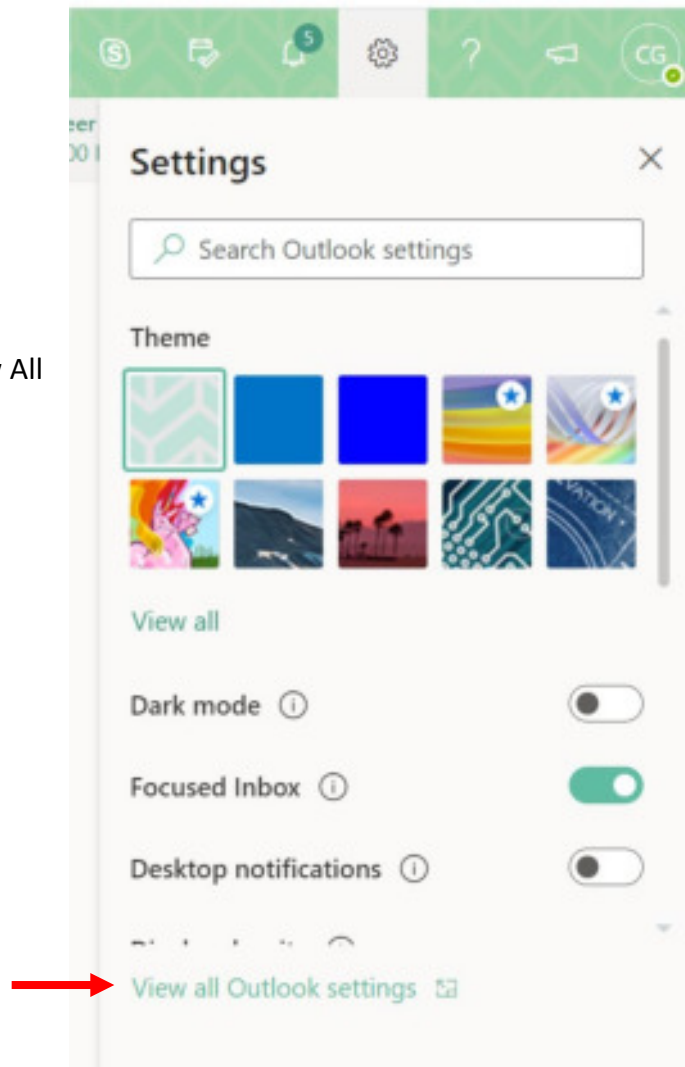


Meeting Invites Displaying Incorrect Meeting Time

If meeting invites are not displaying the correct time, check that the time zone is set correctly in Outlook. To do this, click on the Gear icon in the upper right-hand corner of your Outlook Window:



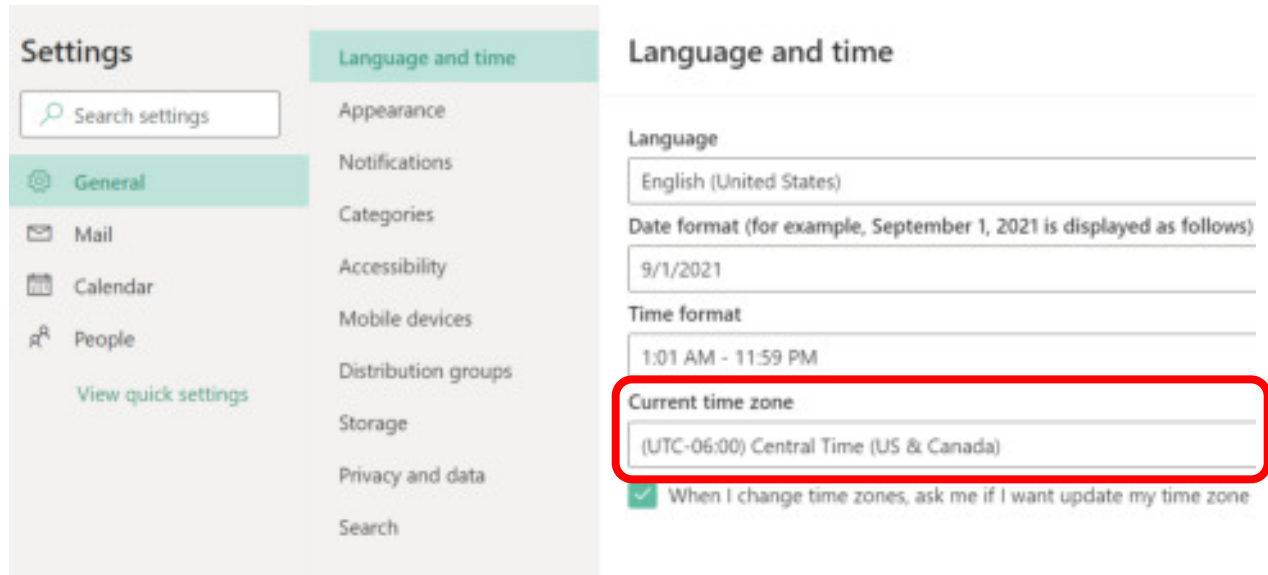
The settings menu will open; click on “View All Outlook Settings.”



The Settings window will open; select “General” on the left-hand side to view general setting options.

“Language and time” should be automatically selected and opened, but if not, click it.

In the Language and time settings area (right side of the window), verify that the Current time zone is set to (UTC-06:00) Central Time (US & Canada). If it is not set to the correct zone, reset it and save the settings.



The meeting invite should now display the correct time.