

How to change user's timezone

Need to change your timezone? Read on to learn how!

Note: This setting is unique to the user. Therefore, each user will need to check their own timezone settings.

1. Hover over the **profile icon** (*Your Initials*)
2. Click on **Edit Profile**.
3. Select **Edit**
4. Select the desired **TimeZone**.

The screenshot shows a user profile settings page with a sidebar on the left containing icons for home, user, calendar, currency, bar chart, pie chart, and mail. The main content area has three tabs: 'Details', 'Change Password', and '2 Step Authentication'. The 'Details' tab is active and contains a form with the following fields: First Name (Shae), Surname (D), Email (support@alturahealth.com.au), and TimeZone (Australia - (UTC+10:00) Brisbane). A red circle with the number 4 is next to the TimeZone field. At the bottom left, a user profile card for 'Shae D' is shown with a red circle and the number 1 next to the 'Edit Profile' button and a red circle and the number 2 next to the 'Logout' button. A red circle with the number 3 is next to the 'Edit' button in the top right corner of the 'Details' tab.

Click **Save** and you're all done! You have successfully updated your TimeZone on *this profile*.

This screenshot is identical to the previous one, but with a red circle and the number 5 next to the 'Save' button in the bottom right corner of the 'Details' tab.