## 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**.

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

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