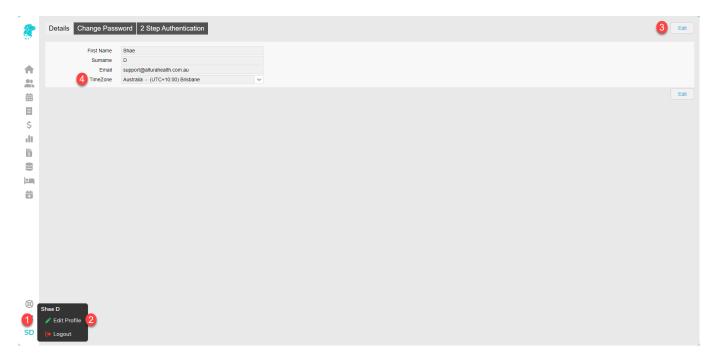
How to change user's timezone

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**.



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

