

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 the 'Edit Profile' page. At the top, there's a header with 'Edit Profile -' and a user icon. Below it, there's a navigation bar with 'User Details', 'Change Password', 'Authentication', and 'Sessions'. The 'User Details' section is highlighted. It contains four input fields: 'First Name', 'Surname', 'Email', and 'TimeZone'. The 'TimeZone' field is currently set to 'Australia - (UTC+10:00) Queensland'. A red circle with the number 4 is next to the 'TimeZone' field. In the top right corner, there's a green 'Edit' button with a red circle with the number 3 next to it. In the bottom left corner, there's a profile icon with a red circle with the number 1 next to it, and a dropdown menu with 'Edit Profile' (red circle with the number 2) and 'Logout'.

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

The screenshot shows the 'Edit Profile' page after the 'Edit Profile' button was clicked. The 'User Details' section is still highlighted. The 'First Name' field now has a blue border, indicating it's active. The 'Surname', 'Email', and 'TimeZone' fields are still present. The 'TimeZone' field is still set to 'Australia - (UTC+10:00) Queensland'. A red circle with the number 4 is next to the 'TimeZone' field. In the top right corner, there's a green 'Save' button with a red circle with the number 5 next to it, and a grey 'Cancel' button.