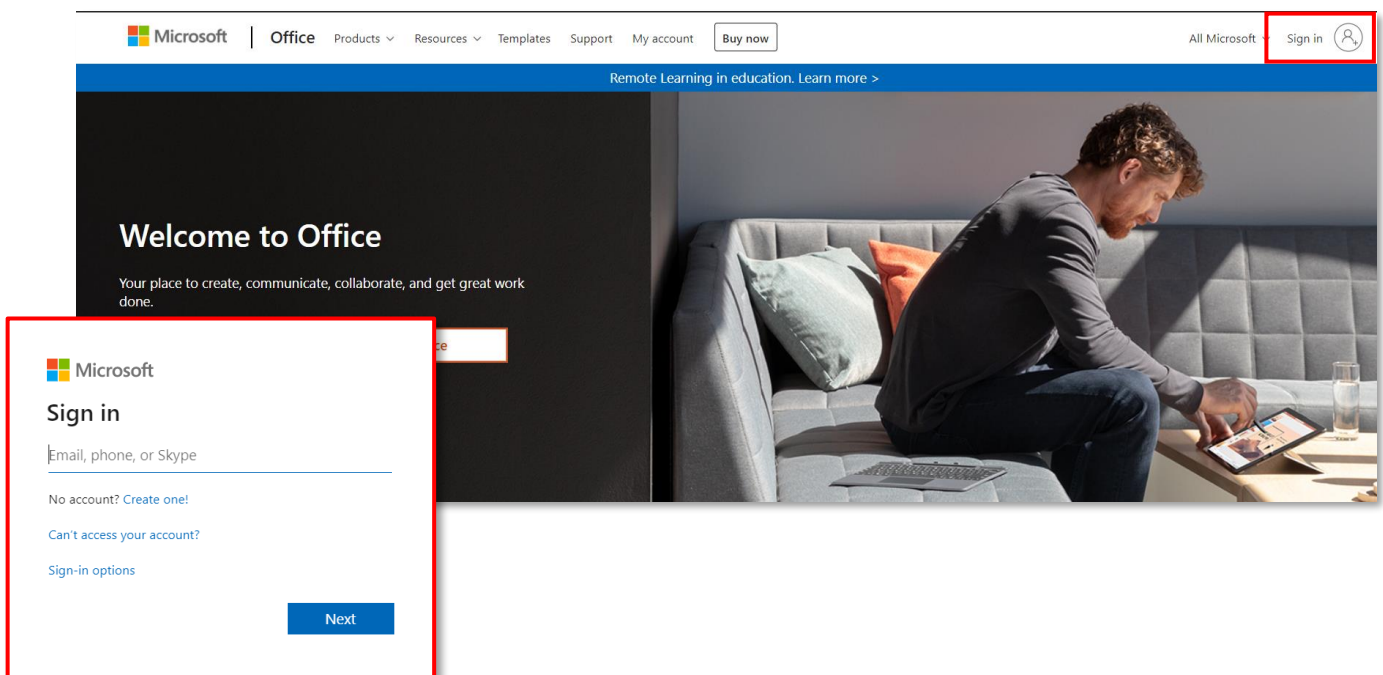


# How to check the time zone settings

## 1. Login

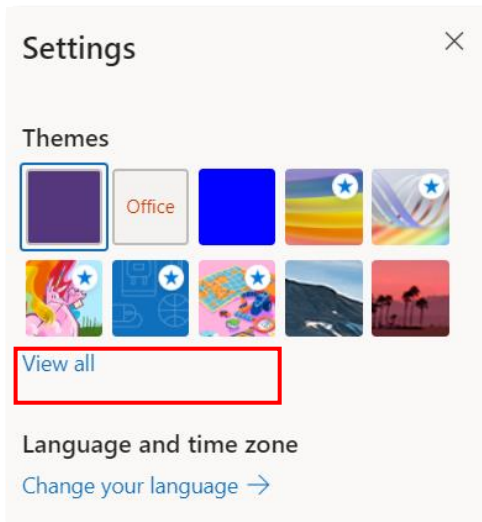
Go to <https://office.com> and sign in with your school login details



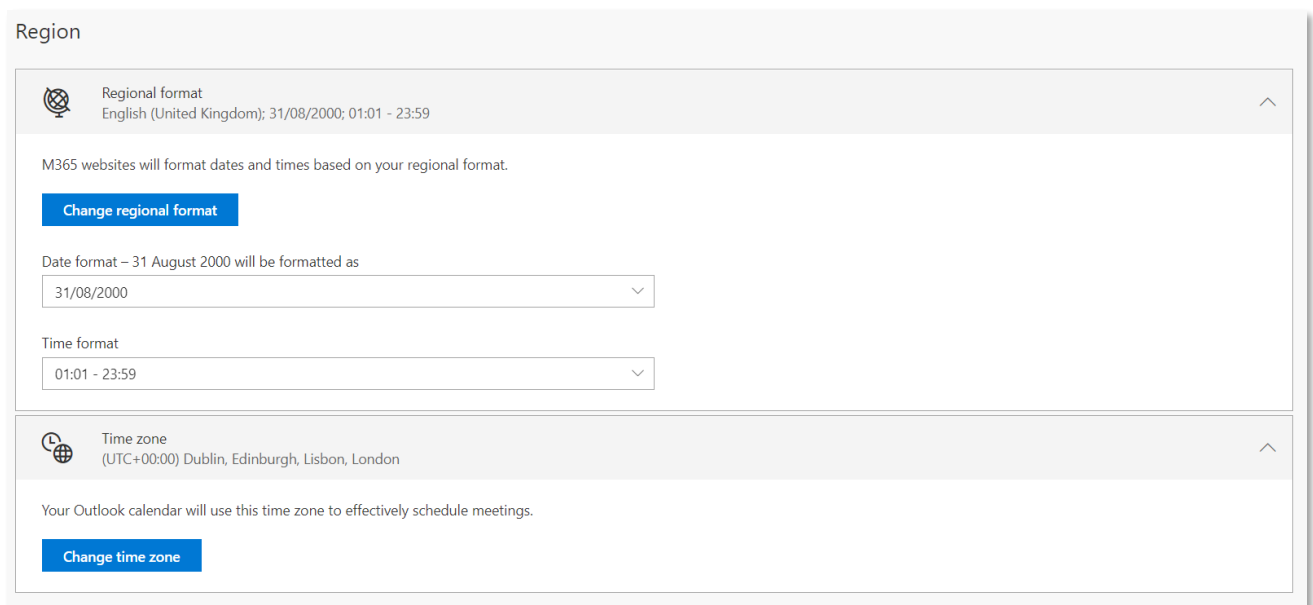
The screenshot shows the Microsoft Office website. At the top, there is a navigation bar with the Microsoft logo, 'Office', and various menu items like 'Products', 'Resources', 'Templates', 'Support', and 'My account'. A 'Buy now' button is also present. On the right side of the navigation bar, there is a 'Sign in' link with a user icon, which is highlighted with a red box. Below the navigation bar, there is a blue banner with the text 'Remote Learning in education. Learn more >'. The main content area features a large image of a man sitting on a sofa, working on a tablet. On the left side of the main content area, there is a dark grey box with the text 'Welcome to Office' and 'Your place to create, communicate, collaborate, and get great work done.' Below this, there is a sign-in form overlay, also highlighted with a red box. The sign-in form includes the Microsoft logo, the text 'Sign in', a text input field for 'Email, phone, or Skype', and links for 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. A blue 'Next' button is located at the bottom right of the sign-in form.

## 2. Set language and time zone

Click on the Settings wheel in the top right corner of the page. Then choose Change your language.



Then ensure your language and time zone settings are set as correctly to United Kingdom, (UTC + 00:00) London.



### 3. Go back to Microsoft 365 applications.

When finished click the grid menu icon to go back to your Microsoft applications.

