

Google Calendar

How do I change the time zone in Google Calendar?

For normal operation at Carthage, your Google Calendar time zone should be set to (GMT -06:00 Central). To change this setting:

1. Log in to your Google Apps account and go to Google Calendar.
2. Click the "Settings" tab in the upper right of your window (it looks like a gear).
3. Click "Settings" from the drop-down menu.
4. The third item down on the screen is "Your current time zone." Make sure it shows (GMT -06:00 Central). If it isn't, correct it by choosing the Central time zone in the drop-down menu.
5. Click "Save" at the bottom of the screen.

Unique solution ID: #1023

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Last update: 2014-10-14 15:56