

Changing Time Zones on the PC

How will changing time zones in Outlook Calendar affect my appointments when I return to Headquarters?

I am a PC user and have to travel to centers in other time zones. When I do, I like to set both my system clock and calendar clock to the local time. This has caused me problems in the past, so can you please tell me what will happen if I do the following with the new Outlook calendar or through Outlook Web Access?

For example, I am away and need to set up meetings with my colleagues at HQ for dates that occur after I have returned to Washington. If I am in California, for example, and set up a meeting for 11:00 a.m. DC time do I enter it in my calendar as 8:00 a.m. or 11:00 a.m.?

A: For Outlook Calendar

- Set both your system clock (Start > Control Panel > Date and Time) and Outlook calendar clock (Tools > Options > Calendar Options > Time Zone) to your current off-site location, and enter the time as 8:00 a.m.
- If you invite others to the meeting while you are in a different time zone, the invitation they receive will automatically adjust the time to match their own calendar time setting (i.e. Eastern Standard Time.)
- When you return to HQ and set your system and calendar clocks back to EST, the 8:00 a.m. will automatically appear in your open calendar view as 11:00 a.m.

However, please note, that if, after you have returned to HQ, you double click on a meeting that was originally entered in another time zone (as you would if you were going to make any changes) you will possibly see the following message indicating that in this particular input window of the calendar there is a problem reconciling the times. Ignore the message! The time will appear correctly in the main calendar window.

B: For Outlook Web Access (OWA)

- When you are off-site and use Outlook Web Access (OWA) to set up your meetings, you will need to set both your system clock and OWA to the local time (through the Options/ Current Time Zone feature in OWA.) The effect of this will be:
 - An appointment for 12:00 noon that was entered while the computer and browser were set to Pacific time will produce the following
 - Calendar still set to Pacific time will show 9:00 am.
 - Calendar set to Eastern Standard Time will show 12:00 noon
 - Invitees at HQ who accept the invitation will see 12:00 noon
- Do not forget to change both your system time and OWA time to Eastern Standard Time when you return to NASA HQ to ensure that proper synchronization takes place.
- The five minute synchronization period will still apply to OWA