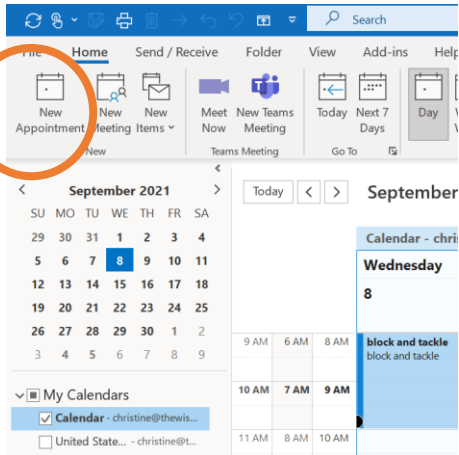


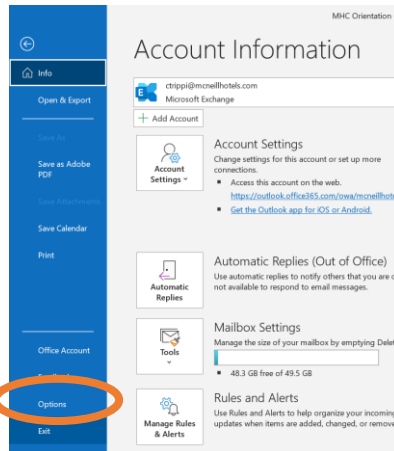
The Wise Pineapple Pineapple Pro Tips – Outlook Time Zones



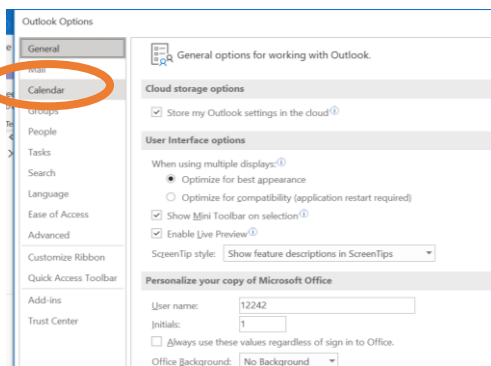
Step 1. Open your Outlook calendar and



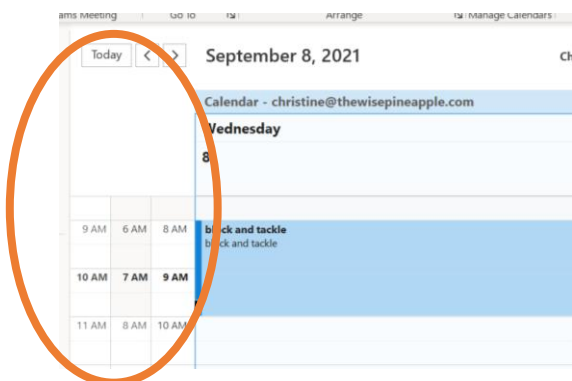
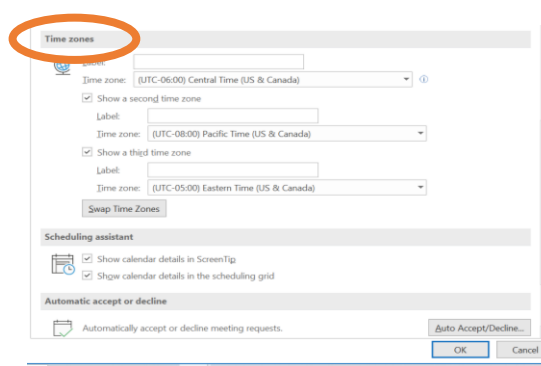
Step 2: Click “Options”



Step 3: Click “Calendar”



Step 4: Scroll down to “Time Zones” and you can add up to three time zones to be displayed.



This will be the result. Mine have Pacific Time, Eastern Time, and Central Time. *Cool or Cool?*

The Wise Pineapple

Pineapple Pro Tips – Outlook Time Zones

SWEET BONUS PRO TIP!

Did you know...

If you type in a holiday under the date, Outlook will automatically know it and type it in for you! **SWEET!** 🍍

A screenshot of the Outlook meeting form. The 'Start time' field contains the text 'Christmas', which is circled in orange. To the right of the text are a calendar icon and a dropdown menu showing '8:00 AM'. Below the 'Start time' field is the 'End time' field, which contains 'Sat 12/25/2021' and '8:30 AM'. To the right of the 'End time' field is a 'Make Recurring' button. Above the 'Start time' field are checkboxes for 'All day' and 'Time zones'. A 'Save & Close' button is on the left, and a 'Location' field is at the bottom.

A screenshot of the Outlook meeting form. The 'Start time' field contains the text 'Sat 12/25/2021', which is circled in orange. To the right of the text are a calendar icon and a dropdown menu showing '8:00 AM'. Below the 'Start time' field is the 'End time' field, which contains 'Sat 12/25/2021' and '8:30 AM'. To the right of the 'End time' field is a 'Make Recurring' button. Above the 'Start time' field are checkboxes for 'All day' and 'Time zones'. A 'Save & Close' button is on the left, and a 'Location' field is at the bottom.

Or, even Sweeter, if you type 3rd Wednesday, it will automatically enter the 3rd Wednesday of the month! **TRY IT!**

A screenshot of the Outlook meeting form. The 'Start time' field contains the text '3rd wednesday', which is circled in orange. To the right of the text are a calendar icon and a dropdown menu showing '8:00 AM'. Below the 'Start time' field is the 'End time' field, which contains 'Wed 9/8/2021' and '8:30 AM'. To the right of the 'End time' field is a 'Make Recurring' button. Above the 'Start time' field are checkboxes for 'All day' and 'Time zones'. A 'Save & Close' button is on the left, and a 'Location' field is at the bottom.

A screenshot of the Outlook meeting form. The 'Start time' field contains the text 'Wed 12/15/2021', which is circled in orange. To the right of the text are a calendar icon and a dropdown menu showing '8:00 AM'. Below the 'Start time' field is the 'End time' field, which contains 'Wed 12/15/2021' and '8:30 AM'. To the right of the 'End time' field is a 'Make Recurring' button. Above the 'Start time' field are checkboxes for 'All day' and 'Time zones'. A 'Save & Close' button is on the left, and a 'Location' field is at the bottom.