

Add a second or third time zone to your Outlook Calendar

[1]

February 4, 2026 by [ES and UIS Communications](#) [2]

If you or someone on your team works in a different time zone, it can be helpful to have that time displayed in your calendar. Outlook allows up to three time zones to be displayed in Calendar view.

The second and third time zones are used only to display additional time bars in Calendar view and do not affect how calendar items are stored or displayed.

›

Today

<

>

February 1 - 7, 2026

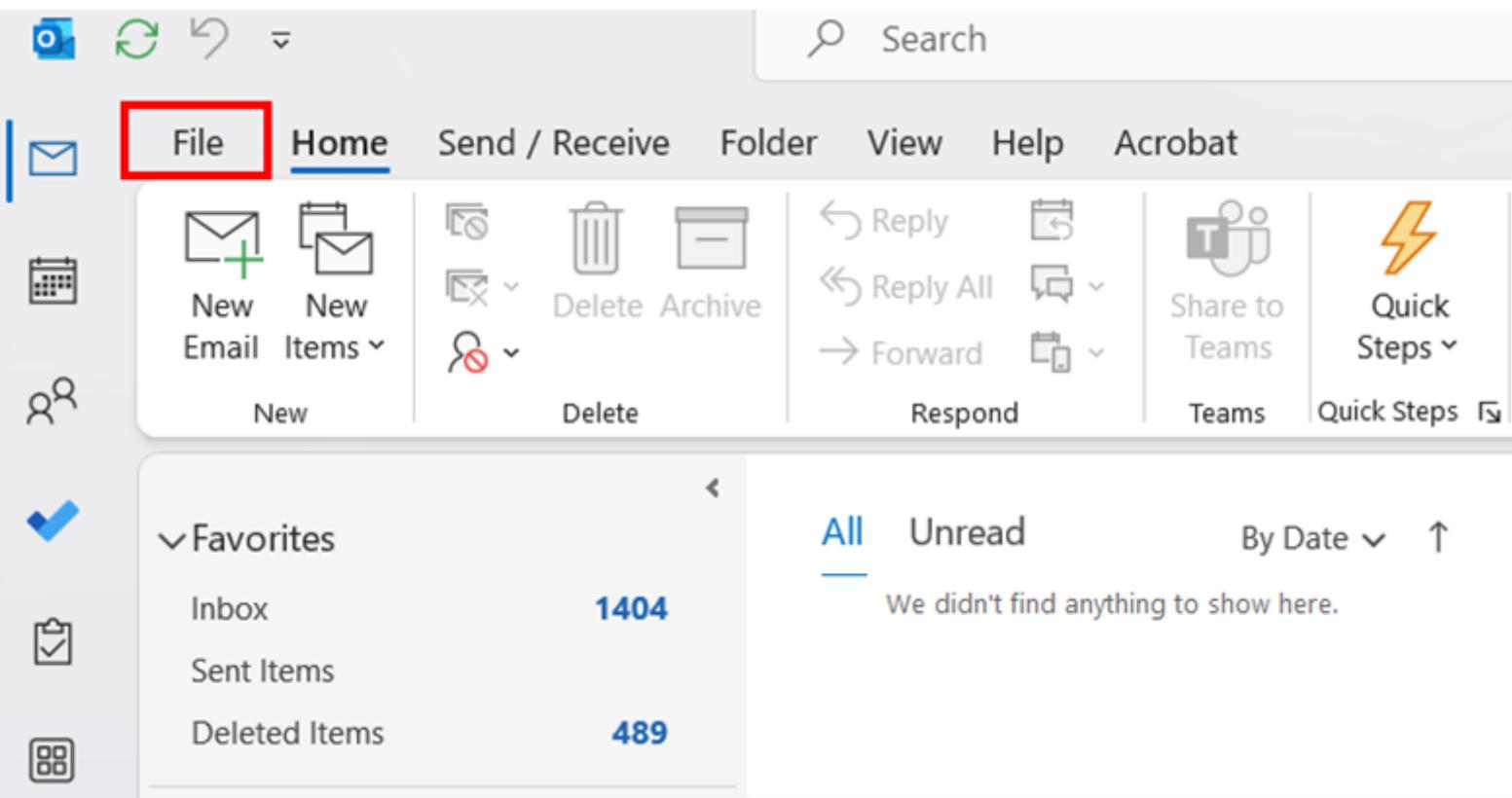
Inbox 2117

Deleted Items 23

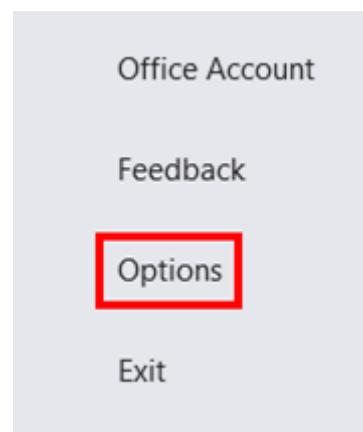
Sent Items

New York	Seattle	
9 AM	6 AM	7 AM
10 AM	7 AM	8 AM
11 AM	8 AM	9 AM
12 PM	9 AM	10 AM
1 PM	10 AM	11 AM

1. In the Outlook desktop app, click **File**.



2. At the bottom of the left-hand menu, click **Options**.



3. From the **Calendar** tab, under **Time zones**, click the **Show a second time zone** checkbox and, if needed, **Show a third time zone**.

General

Mail

Calendar

Groups

People

Tasks

Search

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to:

Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to:

Time zones



Label:

Time zone:

(UTC-07:00) Mountain Time (US & Canada)



Show a second time zone

Label:

Time zone:

(UTC-12:00) International Date Line West



Show a third time zone

Label:

Time zone:

(UTC-12:00) International Date Line West

Scheduling assistant



Show calendar details in ScreenTip

Show calendar details in the scheduling grid

Automatic accept or decline



Automatically accept or decline meeting requests.

Meeting Insights



Show Meeting Insights

4. In the **Label** field for each time zone, type a name for the additional time zone.

Time zones

 Label:

Time zone: ▼ 

Show a second time zone

Time zone: ▼

Show a third time zone

Time zone: ▼

5. Select the time zone you want to add from the **Time zone** drop-down menu.

Time zones

 Label:

Time zone: ▼ 

Show a second time zone

Label:

Time zone:

Show a third time zone

Label:

Time zone:

Scheduling assistant

Show calendar

Show calendar

Automatic accept or decline

Automatically accept

Meeting Insights

Show Meeting Insights

6. Click **OK**.

General
Mail
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Groups
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Accessibility
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Quick Access Toolbar
Add-ins
Trust Center

Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to:

5

Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to:

1

Time zones



Label:

Time zone: (UTC-07:00) Mountain Time (US & Canada)



Show a second time zone

Label:

 Portland, Seattle

Time zone:

 (UTC-08:00) Pacific Time (US & Canada)

Show a third time zone

Label:

 New York City, Washington D.C.

Time zone:

 (UTC-05:00) Eastern Time (US & Canada)

Swap Time Zones

Scheduling assistant



Show calendar details in ScreenTip

Show calendar details in the scheduling grid

Automatic accept or decline



Automatically accept or decline meeting requests.

Auto Accept/Decline...

Meeting Insights



Show Meeting Insights

OK

Cancel

Outlook Calendar [3]

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[1] <https://www.cu.edu/blog/tech-tips/add-second-or-third-time-zone-your-outlook-calendar>

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