

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.

▼

Deleted Items 23

Sent Items

Inbox 2117

Today

<

>

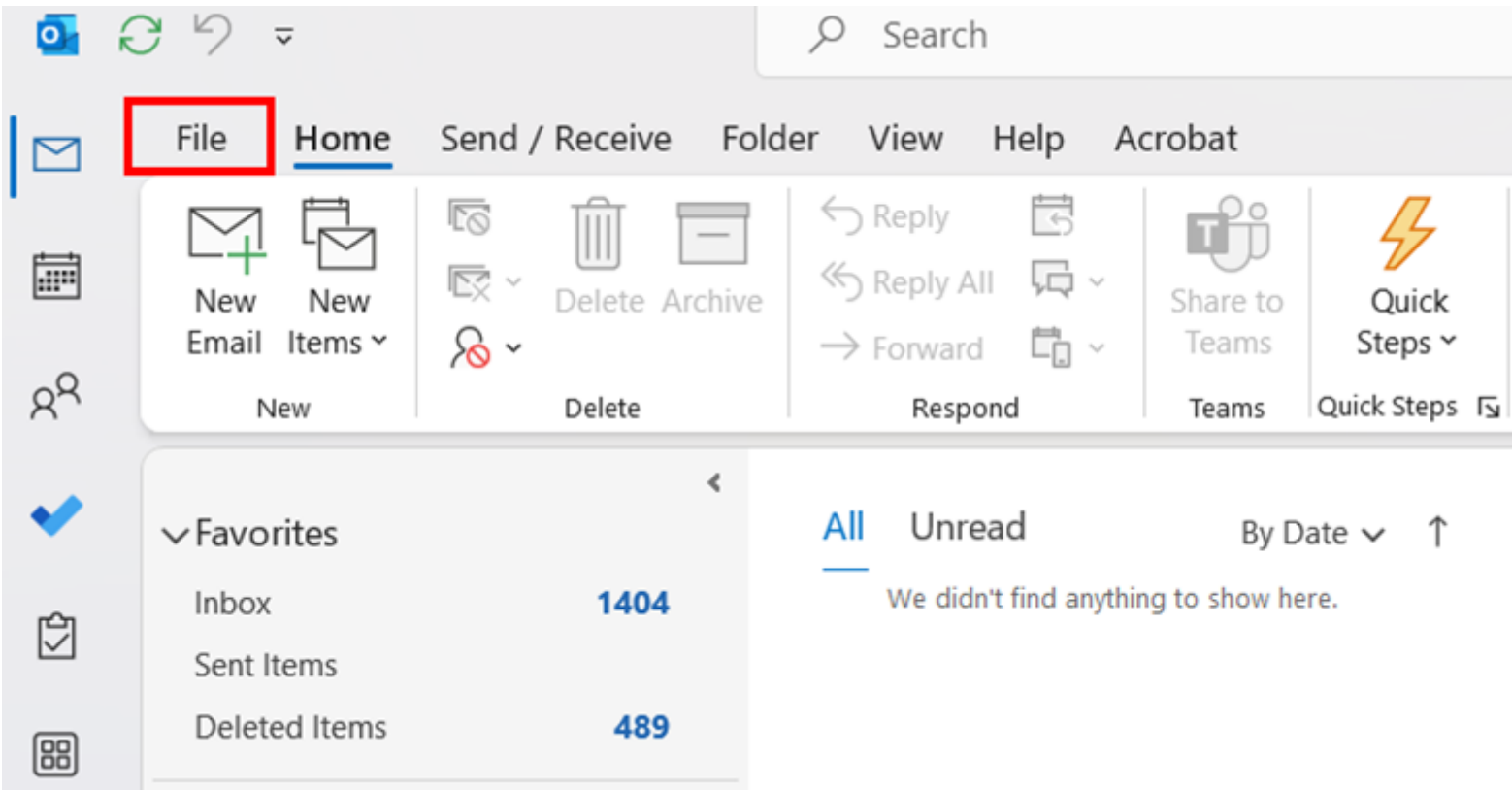
February 1 - 7, 2026

Sunday

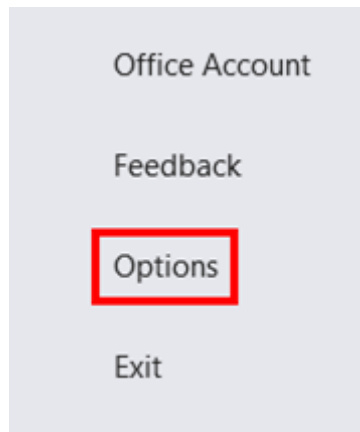
Feb 1

New Y	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:

☒ Show a second time zone

Label:


Time zone:

☒ Show a third time zone


Label:

Time zone:


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


OK

Cancel

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**

Label:

Time zone:


☒ **Show a third time zone**


Label:

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 or decline**

Meeting Insights

☐ **Show Meeting Insights**


6. Click **OK**.

- General
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Time zones

 Label:

Time zone:

☒ Show a second time zone

Label:


Time zone:

☒ Show a third time zone

Label:

Time zone:

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Outlook Calendar [3]

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- [1] <https://www.cu.edu/blog/tech-tips/add-second-or-third-time-zone-your-outlook-calendar>
- [2] <https://www.cu.edu/blog/tech-tips/author/166688>
- [3] <https://www.cu.edu/blog/tech-tips/tag/outlook-calendar>