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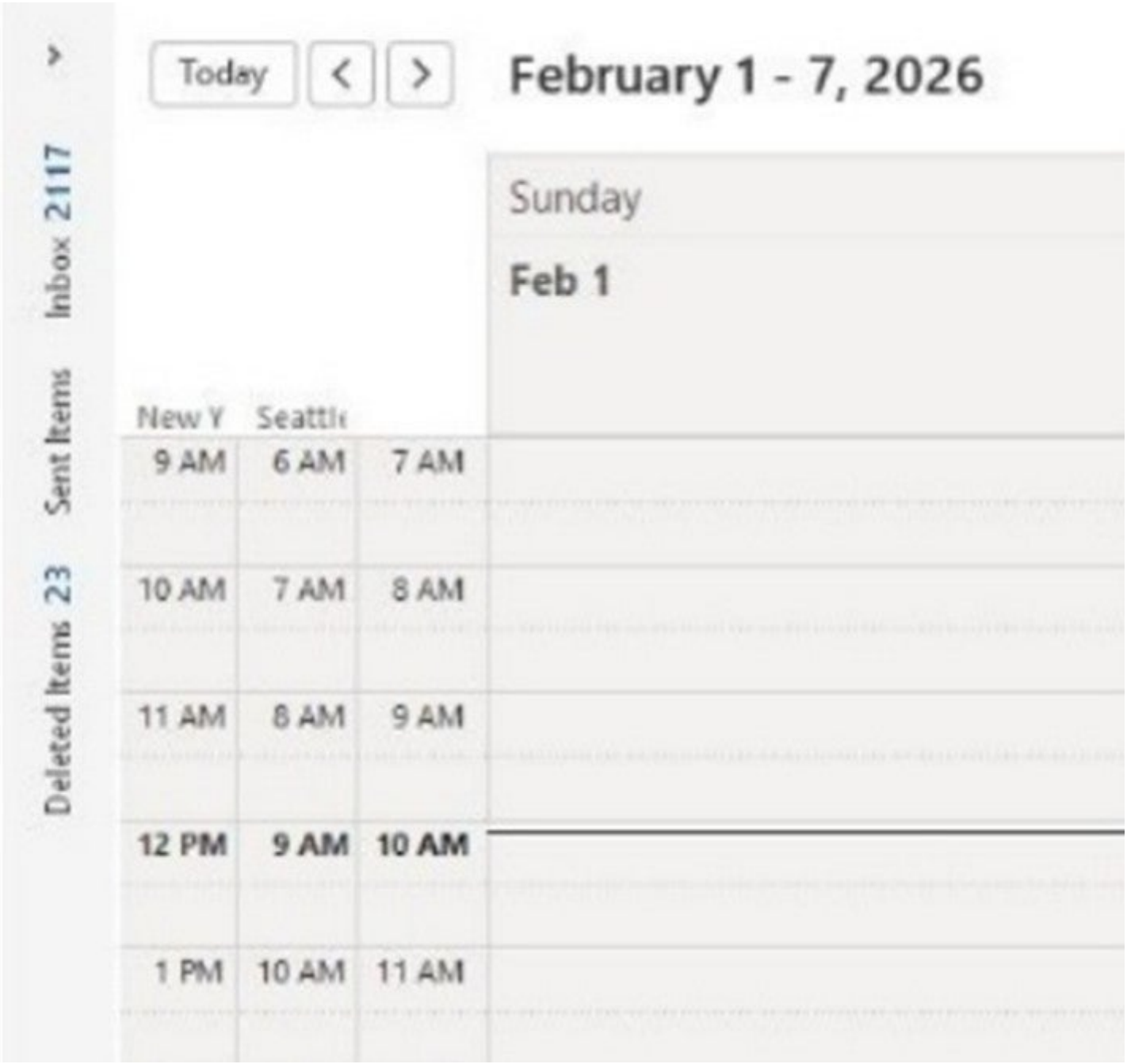
Add a second or third time zone to your Outlook Calendar [1]

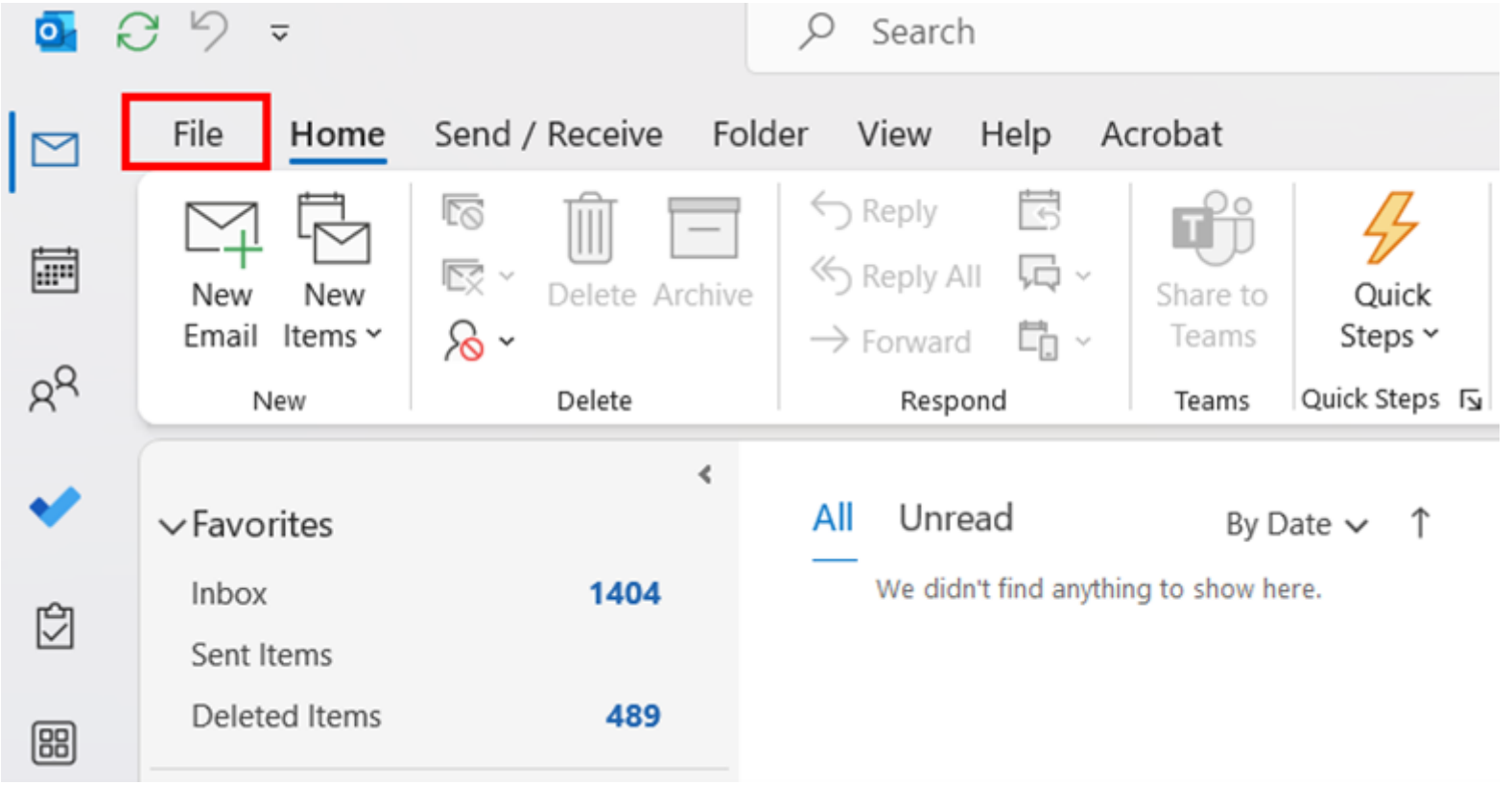
February 4, 2026 by ES and UIS Communications [2]

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.

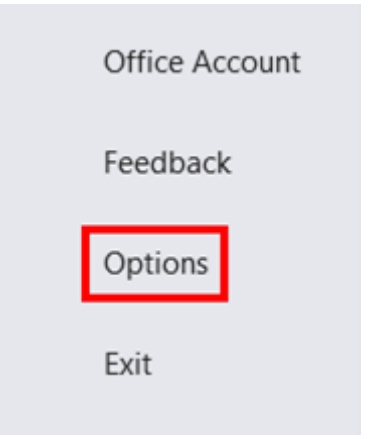
The second and third time zones are used only to display additional time bars in Calendar view and do not affect how calendar items are stored or displayed.



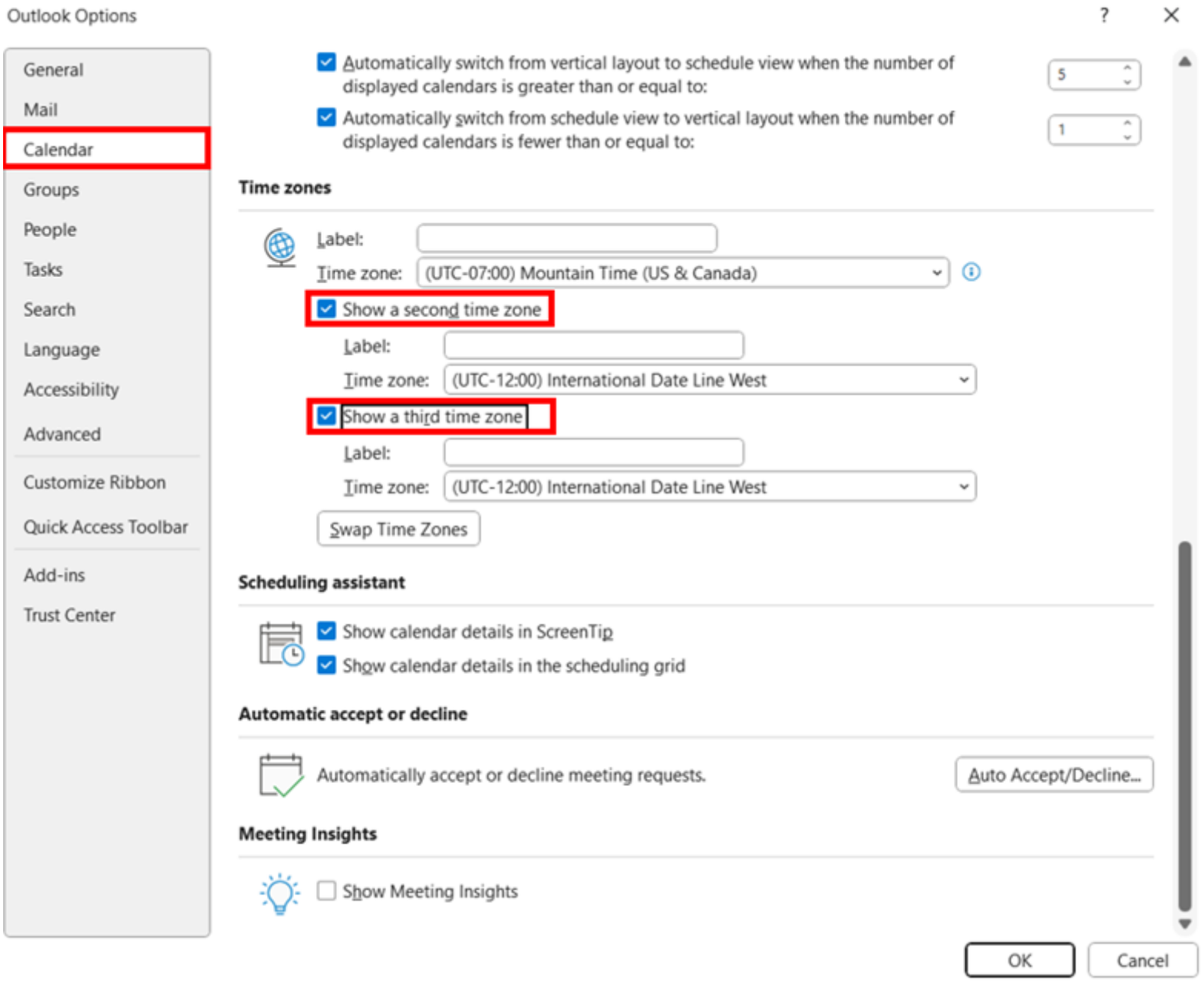
1. In the Outlook desktop app, click **File**.



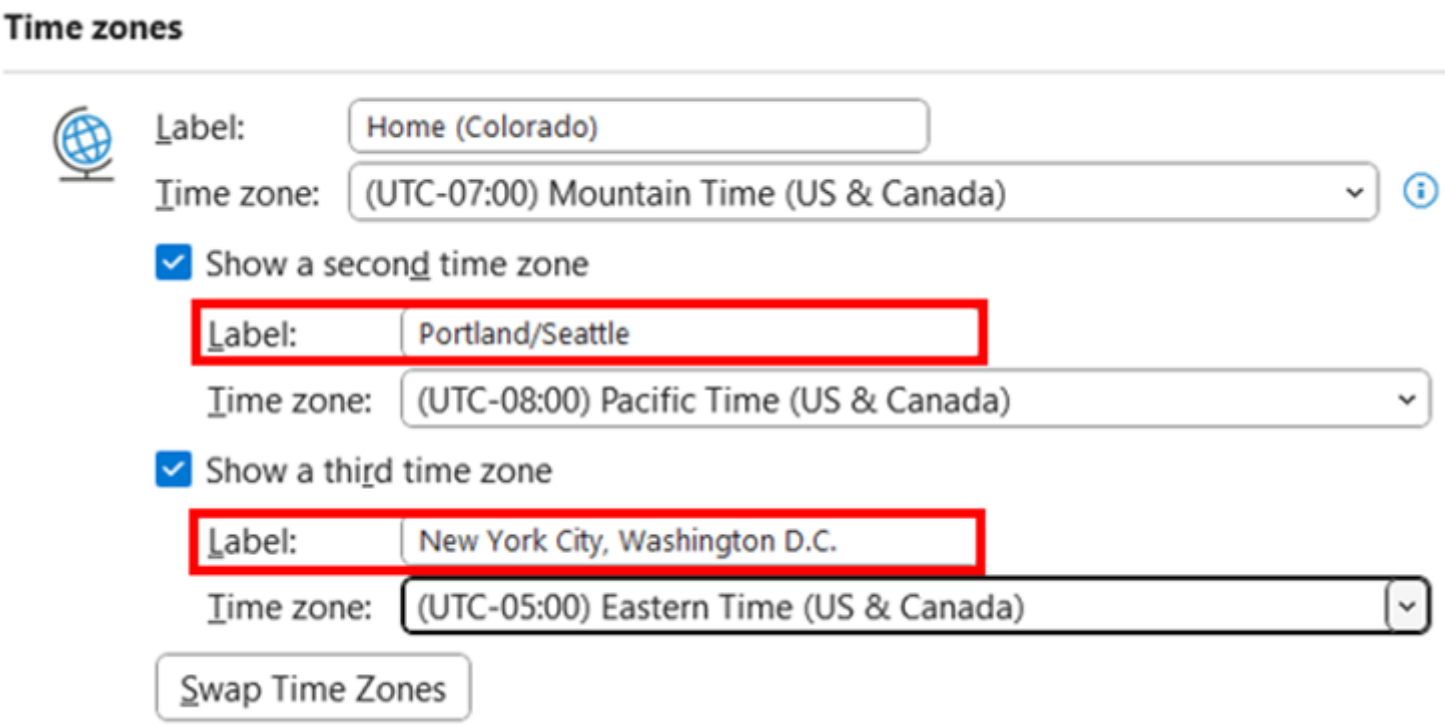
2. At the bottom of the left-hand menu, click **Options**.



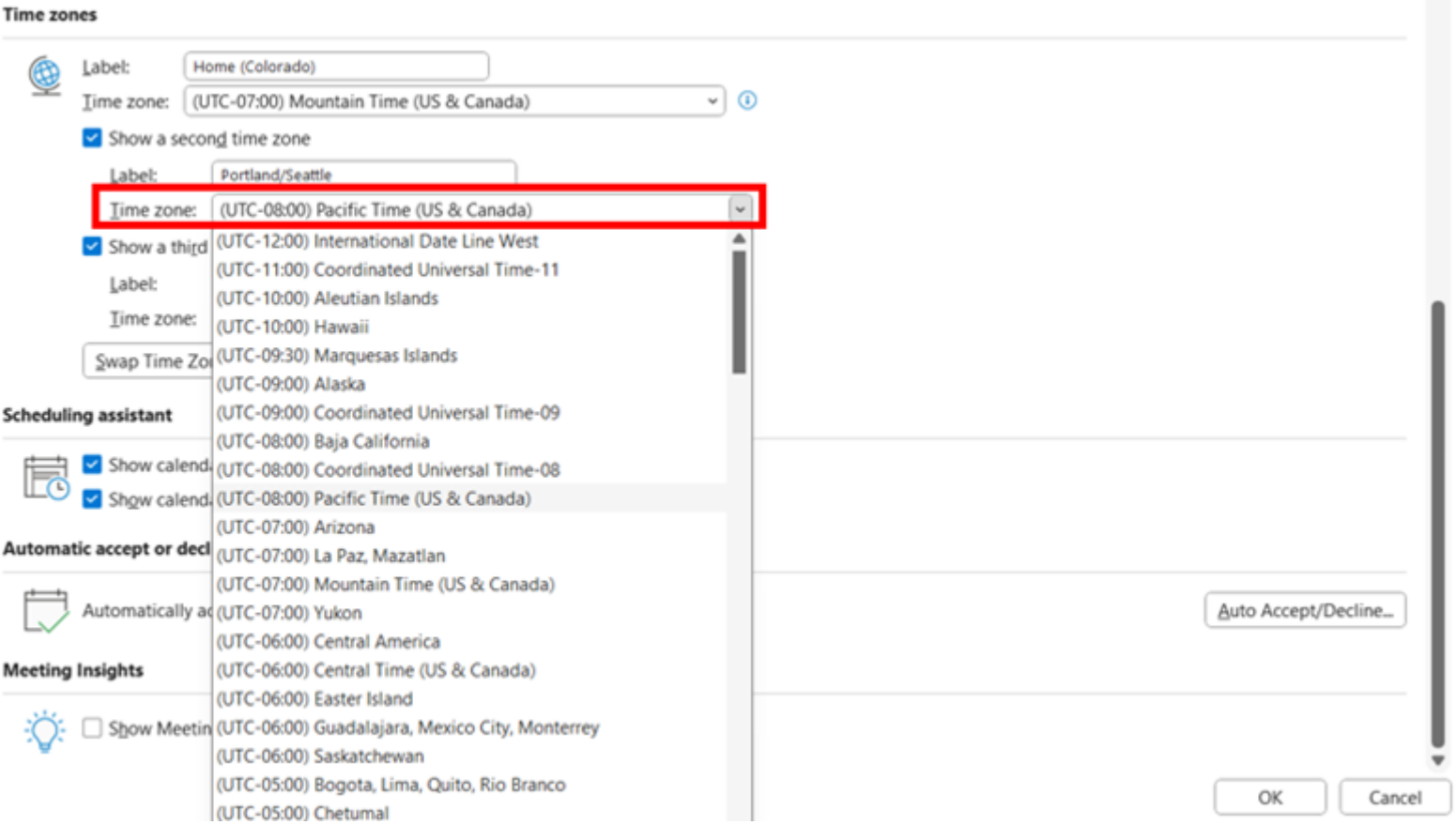
3. From the **Calendar** tab, under **Time zones**, click the **Show a second time zone** checkbox and, if needed, **Show a third time zone**.



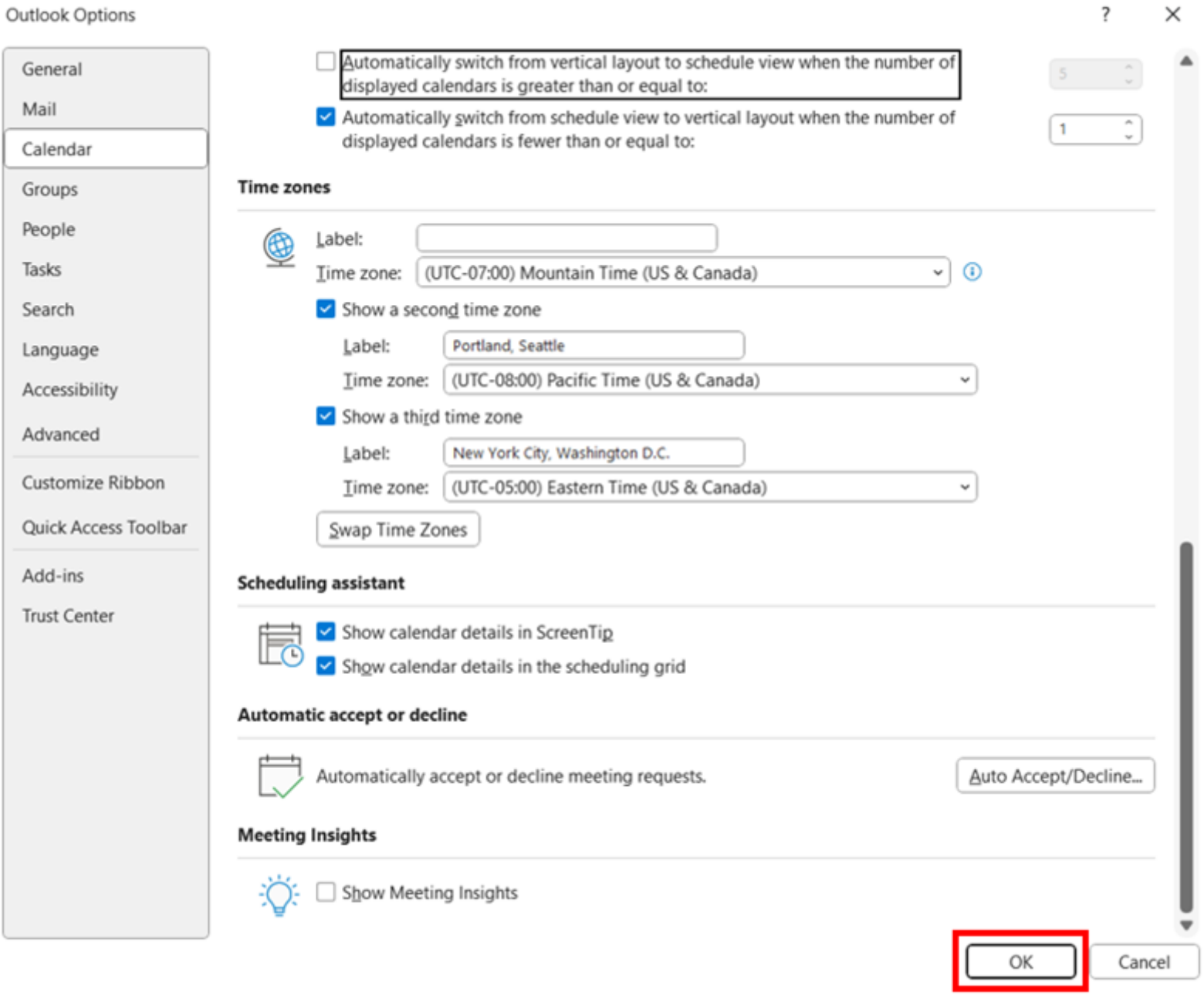
4. In the **Label** field for each time zone, type a name for the additional time zone.



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



6. Click **OK**.



Outlook Calendar [3]

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