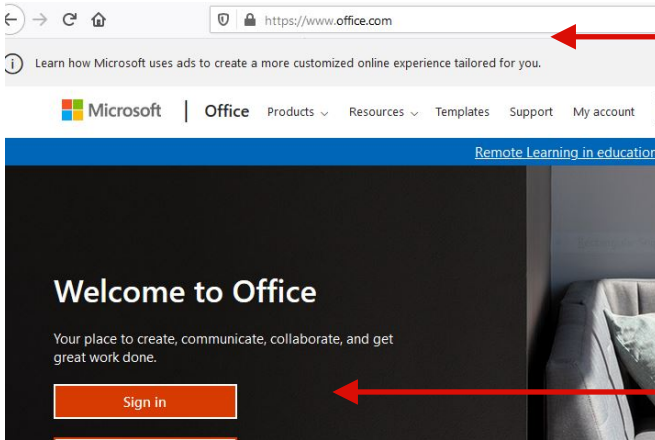


Setting the Time Zone in Office 365 for Students

(To make sure your meeting times are correct in your Calendar)



1. Type **office.com** into browser address bar. (Use latest Chrome, Edge or Safari browser)

2. Click **Sign in**.



Sign in

rylgil44733@nbss.nbed.nb.ca

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next

3. **Type in student email address.** The format is username@nbss.nbed.nb.ca (no spaces)

4. Click **Next**



Brünswic

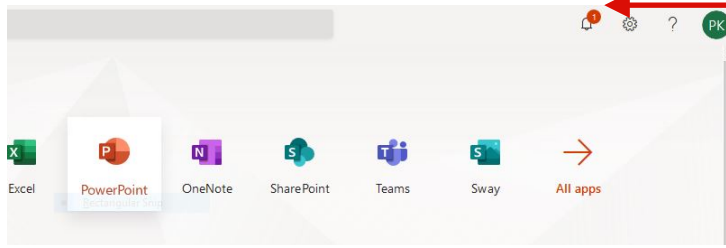
Sign in with your organizational account

rylgil44733@nbss.nbed.nb.ca

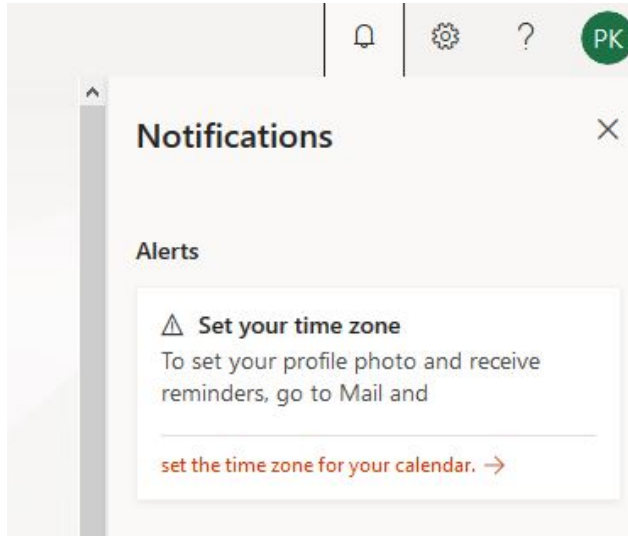
Password

Sign in

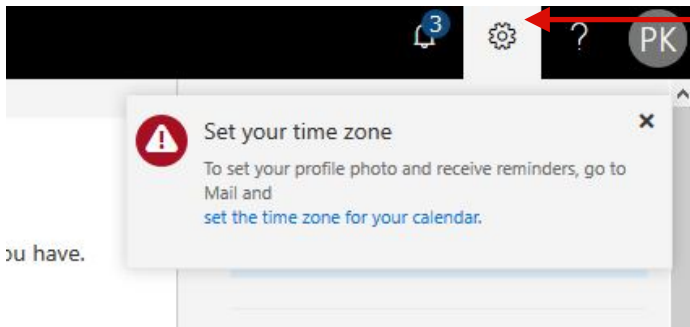
5. Type in password.



6. The first time you log in you will see an alert (red 1 over the bell). This is where you can change your time zone. **Click on it.**



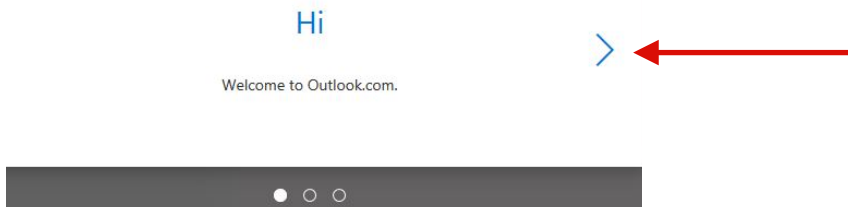
7. Click on **set the time zone for your calendar.**

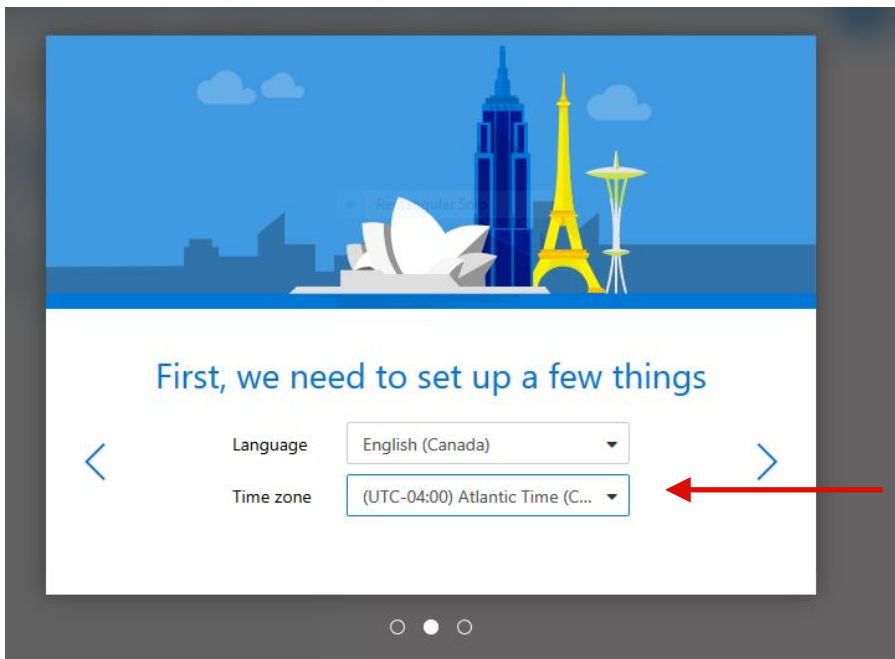


8. You can also **click on the setting** wheel to set your time zone if the alert did not appear in step 6.



9. Clicking on the time zone link above will take you here. (This is what it looks like the first time you open it). Click the right arrow.





10. Make sure you choose the correct time zone here. Otherwise your meeting alerts will not happen at the correct time.

11. Click the blue arrow to the right to complete.