

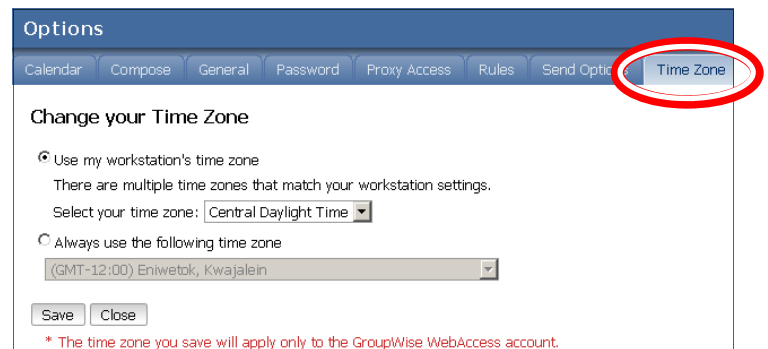
Synchronize WebAccess Time Zone with local time when traveling.

To Synchronize WebAccess Time Zone:

- Click **Options** at the top right corner of your E-Mail window. This will open an Options pop-up window.



- Select the **Time Zone** tab.



On the **Time Zone** tab you can:

- Specify to use **workstation time zone**
- or
- Choose to **always use a specific time zone.**
- Click **Save and Close.**

