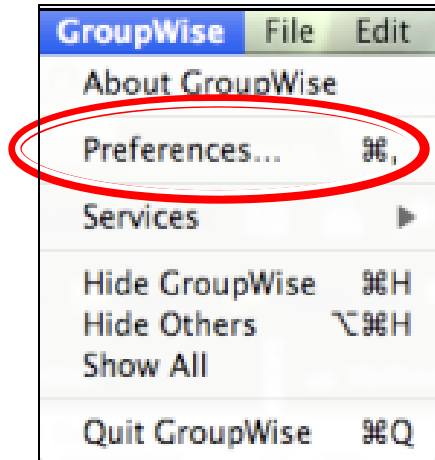
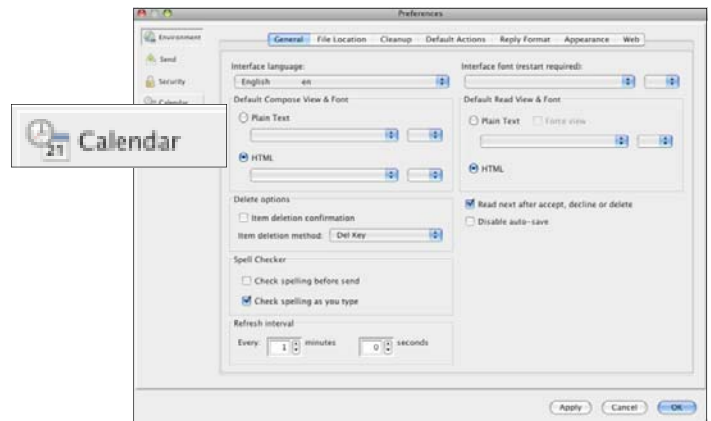


Setting Default Date and Time Formats

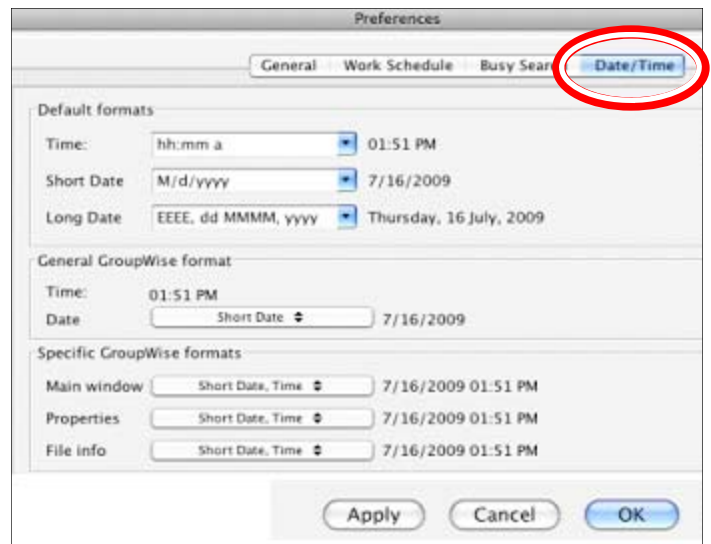
- Click **GroupWise > Preferences.**



- Click **Calendar** option.



- Select **Date/Time** tab.
- Set each time format as needed.



- Click **OK.**