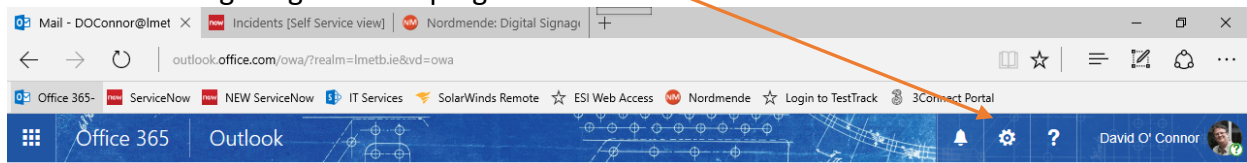


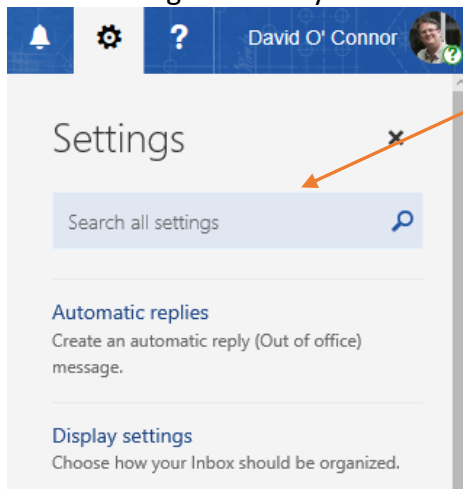
Here is how to change the date and time on Office 365.

Log in to your staff email on the Internet through the school website.

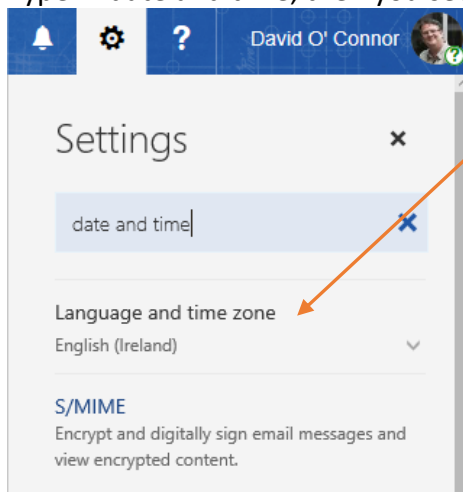
Select the Settings Cog on the top right hand side:



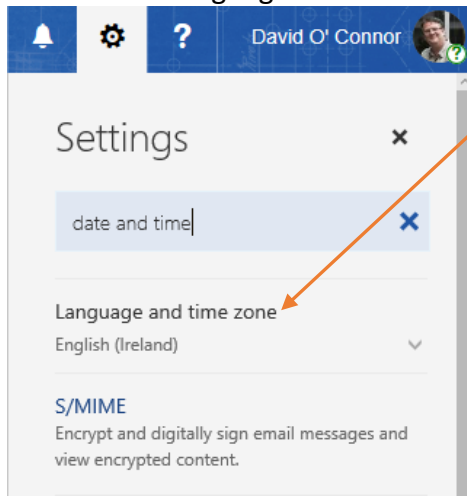
In the Settings window you will see a search section:



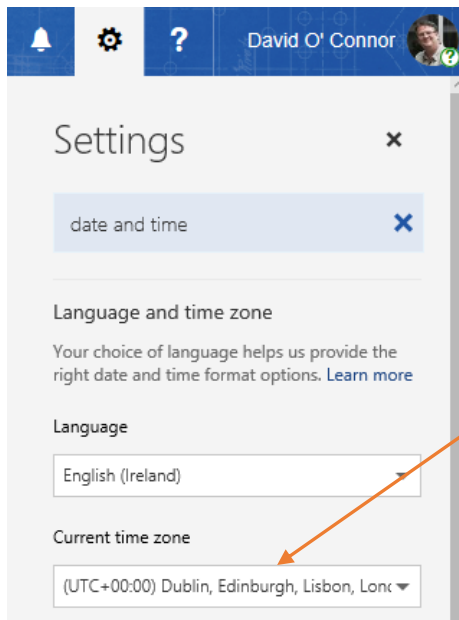
Type in date and time, then you see this option:



Click on the Language and time zone option:



In the Current Time Zone section below, select Dublin, Edinburgh, Lisbon etc as here:



Then press Save:

