

Zoom: setting Timezone and Date Format

- Go to <https://zoom.us/profile> (log in if needed)
- Click on "Profile"
- Scroll down the page - about halfway down the page is "Time zone" which has an edit link on the same line

The screenshot shows the Zoom profile settings page. On the left, there is a sidebar with 'Account Management' and 'Advanced' sections. The 'Advanced' section is expanded, showing 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area displays various settings: 'User Type' (Basic), 'Capacity' (Meeting, 100), 'Language' (English), and 'Date and Time'. The 'Date and Time' section is highlighted with a yellow underline and contains 'Time Zone' (GMT+0:00) London, 'Date Format' (mm/dd/yyyy), and 'Time Format' (Use 24-hour time). An 'Edit' link is circled in yellow next to the 'Date and Time' section.

- Click on edit link, and select **GMT +0:00 Dublin** from dropdown
- You can also change the time format to dd/mm/yyyy which is European format
- Then click on **Save**

The screenshot shows the 'Date and Time' settings dialog. The 'Time Zone' is set to '(GMT+0:00) Dublin'. The 'Date Format' is set to 'dd/mm/yyyy'. The 'Time Format' section has an unchecked checkbox for 'Use 24-hour time'. At the bottom, there are 'Save Changes' and 'Cancel' buttons.