

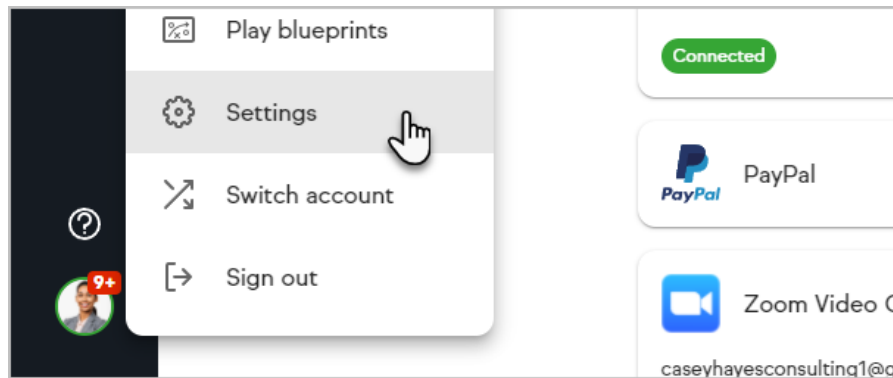
Appointment time zone settings🔗

This article applies to:

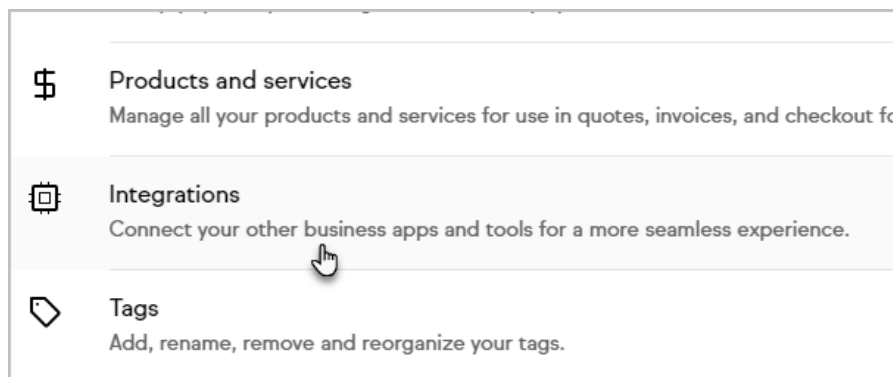
You can choose which time zone your Appointments display in on a per-user basis. After connecting your calendar, you can set your time zone from your Integration settings. When you change your time zone will, the change will impact all of your appointment types.

Set your time zone from the Integrations page

1. Click on your avatar and choose **Settings**



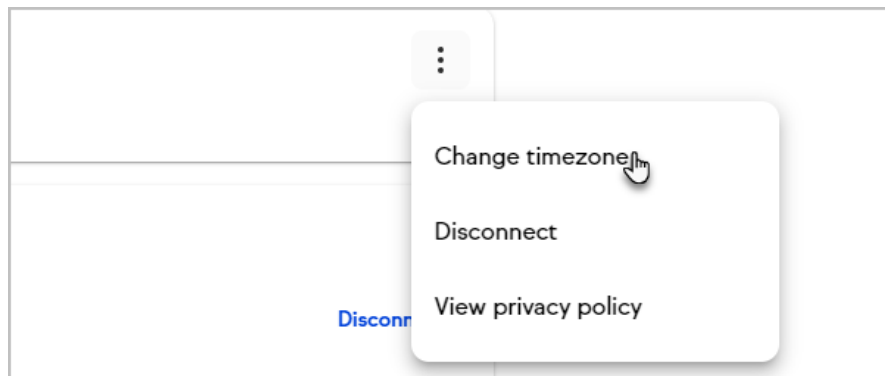
2. Click **Integrations**



3. Open the more menu for your connected calendar



4. Click **Change timezone**



5. Search for your time zone or select it from the list

NOTE: Your invitees will always see your availability in *their* timezone

Your timezone*

(GMT-05:00) Canada/**Eastern**

(GMT-05:00) US/**Eastern**

6. Click **Save** to update your time zone for **all** of your appointment types

The selection you make here will apply to **all of your appointment types**

NOTE: Your invitees will always see your availability in *their* timezone

Your timezone*

Save Cancel