

## **Directions for Changing CRM Time Zone**

1. Once logged into the CRM, select the gear icon in the top right corner.

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2. Now select "Personalization Settings".

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3. The "**Time Zone**" field should state: **(GMT-5:00) Eastern Time (US & Canada)**. If any other time zone is showing, please select the correct one from the drop-down box.

	(GMT-10:00) Hawaii (GMT-10:00) Aleutian Islands	<b>^</b>		
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4. Once you are done, select "**OK**".

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