Time Zone Trick

Problem,

I regularly have to coordinate meetings or telephone conversations with someone in another time zone? The time difference can get confusing and hard to keep track of.

Solution:
Let Outlook help you pick the right time in a different time zone, without changing your local time zone display:

Here is another way to schedule an appointment in a different time zone:

In your Outlook Calendar:
1- Right Click in the time display
2- From the menu select Change time zone
3- Use the option to display a second time zone
4- Give a label and click O.K.

Turn on this option in the Appointment window to pick a Time Zone for the meeting. Outlook will place at at the right time in your primary time zone.