

Changing Your Timezone

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Prompt

Update your personal Confluence Settings to reflect your current time and place.

Outcome

Dates and times are used all over Confluence and in Brikit too, from page creation and comments to [scheduling](#) and [displaying calendars](#). The dates and times shown to you are based on your current timezone settings. This guide describes how to locate and update these settings so that you see dates and times relative to your current location.

Steps

Open the [Confluence Header](#)

Click on your profile icon

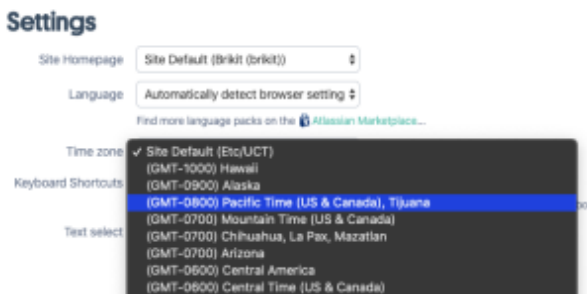
This is found in the top-right corner of the screen and typically uses your picture or an avatar image.

Select 'Settings'

This opens the Confluence Settings page. Here you can edit your default homepage, language, and timezone, or enable shortcuts and 'text select' options.

Click Edit

Select your timezone from the dropdown



Note that the default timezone is the timezone setting of the server on which this Confluence instance is installed. You likely want to override this setting by selecting your current location and the corresponding timezone.

Click Submit

Note

Tip

Warning

Info

Related

- [Installing and Configuring Confluence](#)
- [Setting up an Outlook Calendar Integration](#)
- [Scheduling a Page](#)
- [Creating a Review or Archive Policy](#)