



Muhlenberg College
Office of Information
Technology

Setting your Google Calendar time zone

Have you received or sent a calendar invitation via email that incorrectly displays the time to be 5 hours later than intended? In the email invitation, you may see the time zone is set to "Coordinated Universal Time".

If you have not yet opened the Google Calendar app in a web browser, your time zone setting has not yet been configured to the system default, as seen below (Eastern Time).

The screenshot shows the Google Calendar settings for time zone. On the left, it says "Your current time zone:" followed by a help icon. To the right is a dropdown menu currently set to "(GMT-05:00) Eastern Time" with a downward arrow and a "Label:" input field. Below the dropdown are two options: "Display all time zones" with an unchecked checkbox, and "Show an additional time zone" which is a blue link.

From a web browser, simply launch "Calendar" from the App launcher  **one time** and your default time zone will be automatically configured.