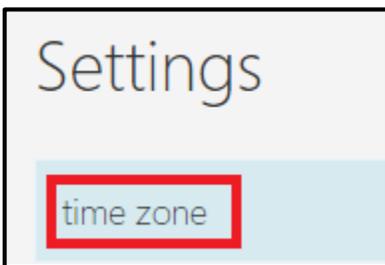


Correcting Time Zone

1. Click on the Settings Icon (gear) found on the upper right of the screen



2. In the search bar under the Settings heading, type Time Zone



3. Click on the down arrow for Language and Time Zone



4. Make sure the time zone is set for **Central Time (US & Canada)**
Click on the down arrow to make changes if needed and Save

