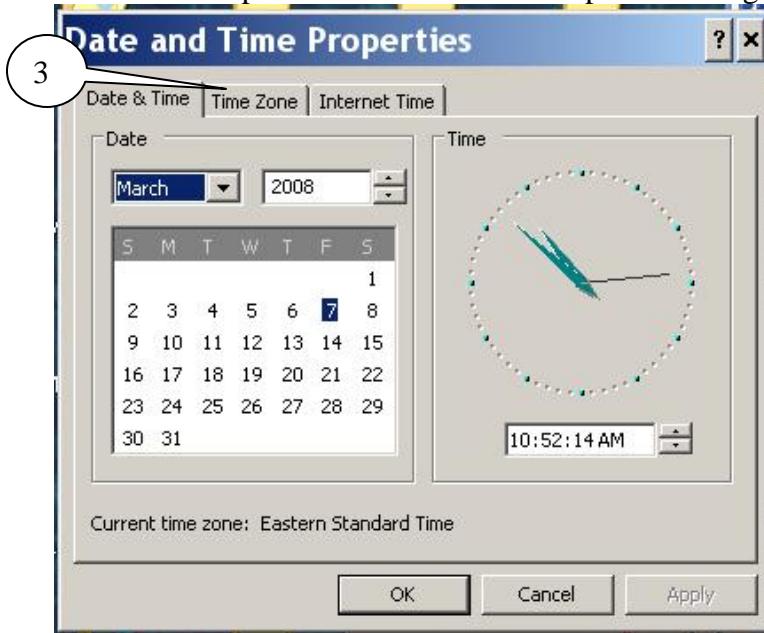


## Managing Windows Date and Time Properties

1. Double-click the system clock located in the system tray on the bottom right-hand corner of your display.
2. This will open the Date and Time Properties dialog box.



3. Select the Time Zone tab
4. Make sure the option to automatically adjust for daylight savings time has a checkmark in the box.



5. Make sure the time zone selected is (GMT-05:00) Eastern Time (US & Canada)
6. Click OK to preserve changes if you made any and to exit the dialog box.