

Modifying the Regional Settings for Mac Users

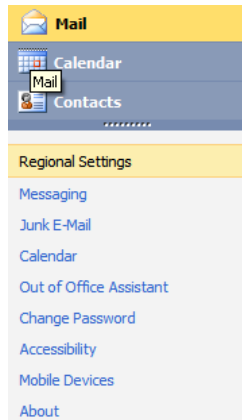
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Accessing the Regional Settings

The regional settings that are available in Outlook Web Access allow you to choose between the languages and the date and time formats that are available. The language that you select automatically adjusts the date and time settings. Changes to these settings will take effect after you refresh the browser or log off and log on again.

To access the regional settings, click on the **Options** button at the top, right-hand corner of the screen. This will bring up the Options dialog box. Clicking on "**Regional Settings**" in the list of Options displayed in the Navigation Pane....



Language

Which language do you want Outlook Web Access to use?
Choose language:
The language you choose will determine the date and time settings below.

Date and Time Formats

Date style:
Time style:
Current time zone:

will open up the Regional Settings dialog box....

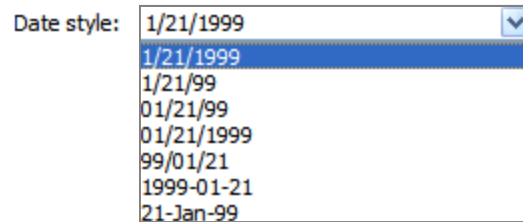


Date and Time Formats

These settings let you select the formats which will be used to display dates and times.....

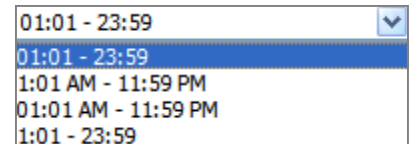
1. Date Style:

Select the preferred date format from the **Date Style** drop-down list. The entries in the list will change in response to changes in to the **Language** setting.



2. Time Style:

Select the preferred time format from the options that are available in the **Time style:** drop-down list. As with the **Date Style** settings, the options in this list are dependent upon the current **Language** setting.



Language Options

The first setting that can be changed from the Regional Settings dialog box is the **Language**. This setting enables you to select which language will be used in Outlook Web Access. Making and saving a change the language by selecting a different option from the drop-down list will immediately update all of the headings, buttons, and Help screens. However, folder names and email titles and text will not be changed....

