

# Microsoft Office Outlook Tool: Time Zone Data Update Tool for Microsoft Office Outlook

## Brief Description

This tool adjusts Microsoft Office Outlook calendar items when there has been a change in time zone definitions (saved in Microsoft Windows) or if the user is making a permanent move to another time zone.

## Instructions for use:

1. After you are done installing the tool, it will automatically launch for you.
2. Verify your default Data File is selected and **Update to reflect changes to Windows time zones** is selected, and continue through the rest of the tool.
3. If you need to run the tool again, then launch tzmove.exe (located in the \Program Files\Microsoft Office\Office12\Office Outlook Time Zone Data Update Tool\ folder.)

Note that if you have created non-recurring appointments on your Calendar since you updated your Windows time zones, you should click the **Details** button once the tool has reported that its scan is complete and uncheck any such appointments before continuing. Additionally, after running the tool, make sure to go to your calendar and review your calendar items to ensure that they appear at the correct times.