Time Zone Support in Calendar HOWTO

by Mike Sullivan | Cove Apple Club | September 11, 2013

Your Mac, iPad or iPhone can help you manage the world's time zones as you travel. You can create events that will take place in distant time zones when you are at home, and see the times they will be happening in your home time zone. Then when you arrive at your destination, your events will be displayed in their proper *local* time, based on the local time zone.

Here's how to set things up so everything works correctly.

Turn On Time Zone Support on Your Mac

1. System Preferences ➔ Date and Time ➔ Set Date & Time Automatically

2. System Preferences ➔ Date and Time ➔ Time Zone ➔ Set time zone automatically using current location

3. Calendar ➔ Preferences ➔ Advanced ➔ Turn on time zone support

Turn On Time Zone Support on Your iOS Device

1. Settings ➔ General ➔ Date & Time ➔ Set Automatically

2. Settings ➔ Mail, Contacts & Calendars ➔ Time Zone Support ➔ On ➔ Select current time zone

Use the Calendar app to create events in the time zone of the destination city

1. Open Calendar

2. Create a new event and give it a name

3. Enter the starting and ending time and date the event will occur in the destination time zone. For example, if you have a meeting scheduled for 4pm in Honolulu, enter 4pm as the start time for the event.

4. Select the destination Time Zone for the time of the event. You can type the name of a major city near your destination and Calendars will find and fill in the correct world time zone.

5. Complete the entry of the event, adding any other details you require.

6. When the event is shown on your calendar, the time of the event in the distant city is shown happening in the local time of your current location.

When you arrive in your destination city, the Calendar will show the proper local time for your events

• Be sure you have set the correct local time zone as shown in the Turn On Time Zone Support steps above for your device.

• Make sure that your device is set to the proper local time zone, using the steps above