

Set the Date and Time Manually

Windows 10 automatically sets the date and time with servers on the Internet. However, you can also manually change the date and time, like this:

1. Open Settings.
2. Click Time & Language. The list of time- and language-related settings appears.
3. In the Date & Time section, set the Set Time Automatically switch to Off and click Change. The Change Date and Time window appears.
4. Set the date and time you want to use; then click Change.
5. Close the Settings window.

Set the Time Zone

If you travel with a laptop or tablet, you can change the time zone when you arrive in a new country or in an area with a different time zone than your usual one. To change the time zone, follow these steps:

1. Open Settings.
2. Click Time & Language. The list of time and language related settings appears.
3. In the Date & Time section, click the down-pointing arrow in Time Zone drop-down list. A list appears with all the time zones.
4. Click the time zone that you want to use. The time zone is now changed.
5. Close the Settings window. When you get back home, change the time zone again so that Windows and its apps use and display the correct time.