

Changing Your Time Zone

This walkthrough will help you change the time zone in ELEteca.

- 1. From the ELEteca dashboard, find your name in the top right corner, and select **Profile** from the drop-down menu.
- 2. Select the **Profile** tab, and click on **Change time zone** in the **User details** section.

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* ?			Martin Brenner	User details Edit Profile Change password Preferred language	Miscellaneous Forum posts Forum discussions		
			0 Contacts 0 Discussions	Change timezone Email notifications	Reports Browser sessions		

3. Select your desired time zone from the drop-down menu and click **Save changes** to apply.

Martin Brenner		
Timezone	Server timezone (Europe/Madrid)	÷
	Save changes Cancel	

Questions about...

Need additional help? Please go to https://edinumen.es/ele-help

Scheduling a Training? To schedule a training, please fill out this <u>form</u> (<u>https://goo.gl/forms/ngo2G5mDRWeaB9c93</u>)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: <u>www.pinterest.com/cambridgeesp</u>

Other questions? Contact your <u>K-12 Language</u> <u>Specialist</u> (http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states)</u>) or your <u>Higher Ed Language Specialist</u> (<u>http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-</u> <u>type=Sales+Representative#contact-data</u>)