



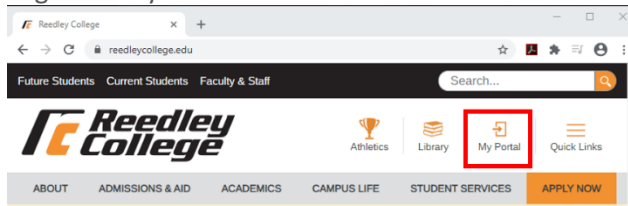
Starfish | Connect

Students – Time Zone Settings in Student Email

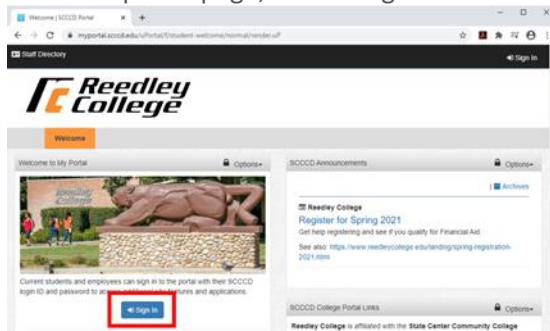
Use the instructions below to change the time zone associated with your outlook account to ensure it matches your location. If your time zone does not match your location, you may see a time discrepancy between appointments scheduled in Starfish and when they appear on your student email and calendar.

Steps to check or update your time zone settings:

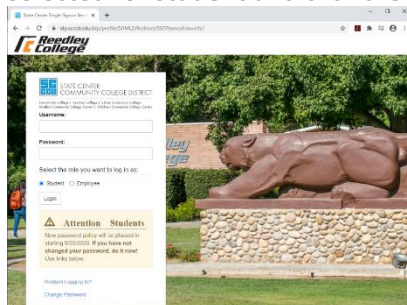
- 1) Log into “My Portal”



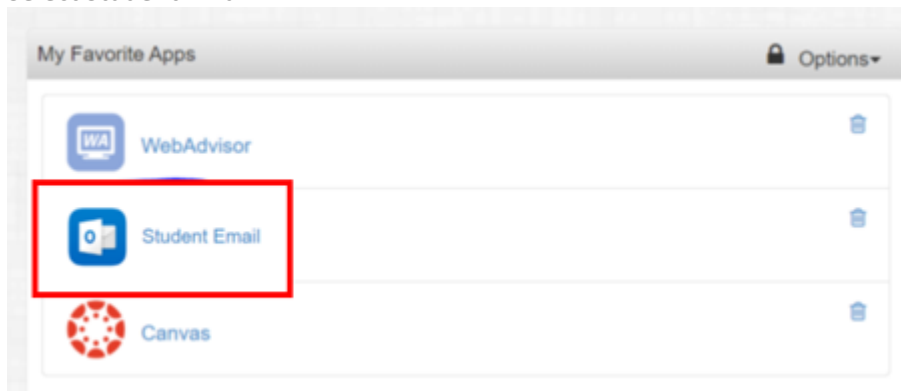
- 2) From the portal page, select “Sign In”



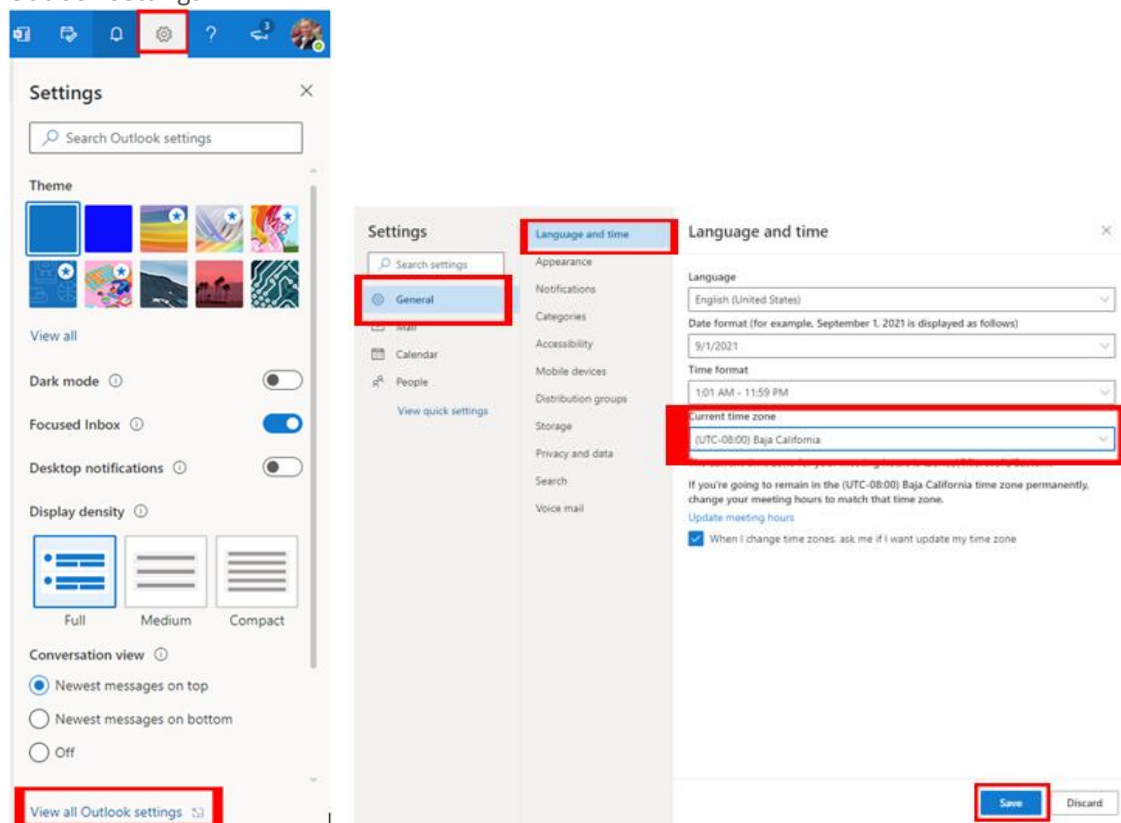
- 3) From the single-sign on page, enter your student ID # and password. Make sure the check button bubble is selected for student and click the “Login” button.



- 4) Select Student Email



- 5) Once in your email inbox, click the settings “gear” icon in the top right and select the option for “View all Outlook settings”.



- 6) Once in the settings popup, select “General” then “Language and time” and use the drop down field for “Current Time Zone”. As a good default, if you live in California, use “(UTC-08:00) Baja California”.
- 7) Select “Save” to save any changes made to your settings.

For more information
For assistance scheduling an appointment, contact the Reedley College Counseling Department
by phone at (559) 494-3037 or email at counseling@reedleycollege.edu