Steps to change time zone:

macOS

Choose Apple menu ⌘ > System Preferences, then click Date & Time.

In the Date & Time pane, make sure that "Set date and time automatically" is selected and your Mac is connected to the Internet. Your Mac can then get the current date and time from the network time server selected in the adjacent menu.

- To make changes, you might need to click the lock 🔒, then enter your administrator password. If you don't have an Internet connection, or you want to set the date and time manually, deselect "Set date and time automatically." You can then click today's date on the calendar, drag the clock's hands to the correct time, or use the fields above the calendar and clock to enter the date and time. Then click Save.

Windows OS

- To change the time zone settings manually on Windows 10, use these steps: Open **Settings**.> Click on **Time & Language**.>Click on **Date & time** >Turn off the **Set time zone automatically** toggle switch (if applicable).
- Use the "Time zone" drop-down menu and select the correct zone setting.
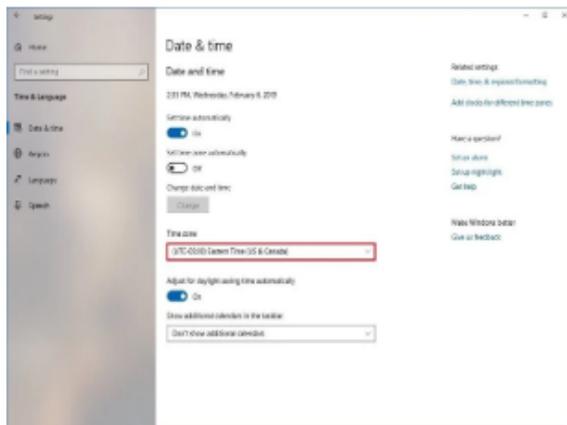
Quick tip: If you live in a region that uses daylight saving, make sure to turn on the "Adjust for daylight saving time automatically" toggle switch.