

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"



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.

	STATE CENTER COMMUNITY COLLEGE DISTRICT
	Freino City College : Keedley College : Cioni Community College Modera Cammunity College Madera Community College at Oakhurst
	Sign in with your SECCD account
	Username
	Password
	+10 Sign in
	P Change Password
	Problem Logging In?

4) Select Student Email

My Favorite Apps	■ Options+
Starfish	â
Canvas	Û
Staff Outlook Email	Û

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

•□ ➡ ♀ ‡ ?	<² 🚱			
Settings Search Outlook settings	×			
Theme		Settings	Language and time	Language and time
		Search settings General Mail Calendar	Appearance Notifications Categories Accessibility	Language English (United States) Date format (for example, September 1, 2022 is displayed as follow 9/1/2022
View all		R ^R People View quick settings	Mobile devices Distribution groups	Time format 1:01 AM - 11:59 PM
Dark mode (i)			Storage Privacy and data Search	(UTC-08:00) Baja California Change
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.