

# Microsoft Office Outlook 2003

Follow these steps to update Microsoft Office Outlook 2003.

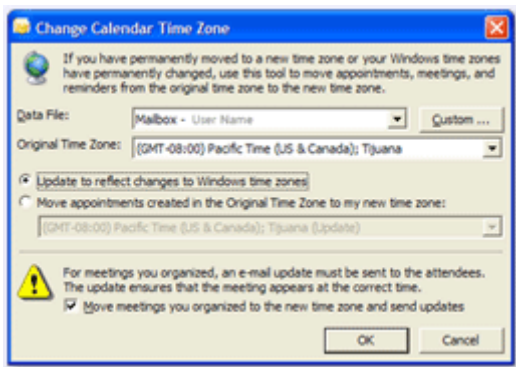
## Step 1: Download the Time Zone Data Update Tool

Click the following link to download the update tool. In the **File Download** dialog box that appears, click **Run** to install the update.

## Step 2: Select your mailbox and time zone

When the **Change Calendar Time Zone** dialog box appears:

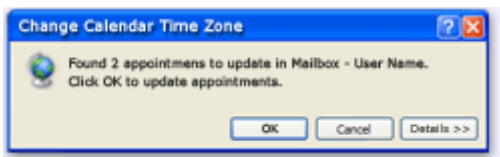
1. Select your mailbox.
2. Verify that your correct time zone is selected.
3. Click **OK**.



**Note** If you want to update a different profile, click **Custom**, and repeat the earlier steps.

## Step 3: Verify that the calendar items are correct

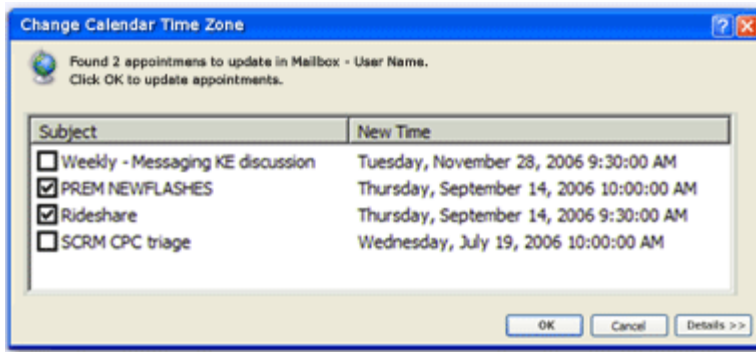
When the dialog box below appears, click **Details**.



In the list of calendar items that appear:

1. Look for all calendar items that occur within the following date ranges:
  - o March 11 – April 1
  - o October 28 – November 4
2. For each of those items, if the time shown in the **New Time** column is incorrect, then click to clear the check box next to it.

3. Click **OK**.



**Step 4: Click OK in the final dialog box.**

