

Screenshots of Leo on Outlook

Adding An Additional Time Zone Bar
to your Outlook Calendar



The screenshot shows the Microsoft Outlook 2007 interface. The main window is titled "Calendar - Microsoft Outlook" and displays a calendar for October 2009. The current date is October 06, 2009, Tuesday. A search window is open in the center, titled "Adding another time zone". The search results show 64 results, with the top three results highlighted:

- Change the time zone schedule for a specific meeting**
Specify meeting start and end time in values of a different time zone.
[Outlook > Calendar > Meetings, Appointments, Events](#)
- Set your time zone**
Change the time zone to match your current geographic location. This is the same as upd...
[Outlook > Calendar > Customize](#)
- Display an additional time zone bar in your calendar**
Show a second time bar in calendar view.
[Outlook > Calendar > Customize](#)

A "Start" button is visible next to the third result. A tooltip is displayed over the "Start" button, containing the following text:

Display an additional time zone bar in your calendar
Show a second time bar in calendar view.
Category : Outlook\Calendar\Customize
Keywords : travel, other city, country, clock, hour, state, add, customize, change

The background calendar view shows a time slot from 8:00 am to 6:00 pm. The search window is overlaid on the calendar, and the "Start" button is highlighted. A green callout box in the top right corner contains the text: "The user would like to know how to add another time zone to their calendar. The query is typed in and the results are displayed. The user chooses the relevant answer and clicks on start".

Calendar - Microsoft Outlook

File Edit View Go Tools Actions Help

Send/Receive
Instant Search
Address Book... Ctrl+Shift+B
Organize
Out of Office Assistant...
Mailbox Cleanup...
Empty "Deleted Items" Folder
Recover Deleted Items...
Forms
Macro
Account Settings...
Trust Center...
Customize...
Options...

Calendar

October 2009

Su Mo Tu We Th Fr

27 28 29 30 1 2
4 5 6 7 8 9
11 12 13 14 15 16
18 19 20 21 22 23
25 26 27 28 29 30
1 2 3 4 5 6

Month

2009

Tuesday

12 PM
1:00
2:00
3:00
4:00
5:00
6:00

How to Share Calendars

Open a Shared Calendar...
Share My Calendar...
Send a Calendar via E-mail...
Publish My Calendar...
Add New Group

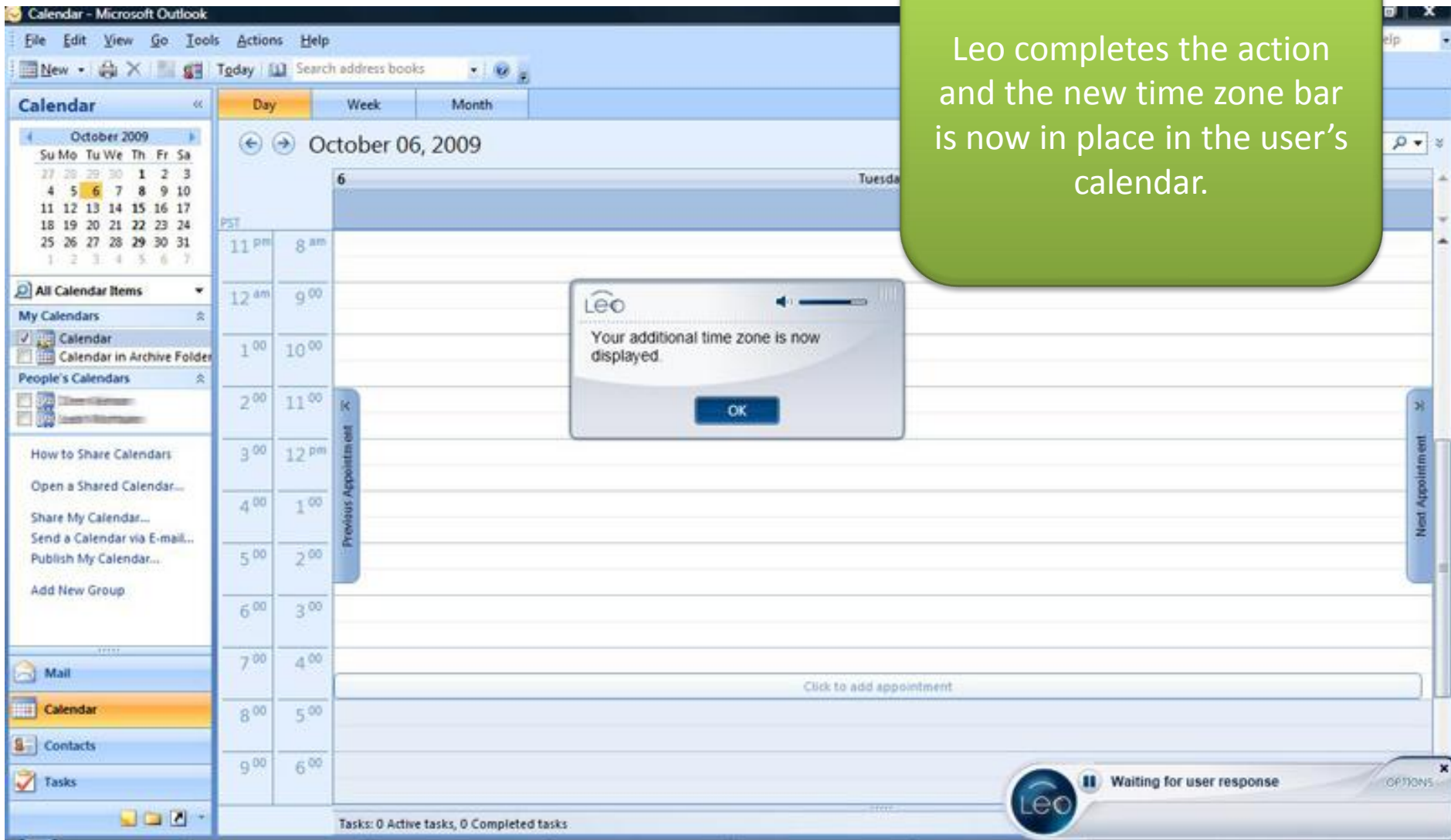
Mail
Calendar
Contacts
Tasks

Tasks: 0 Active tasks, 0 Completed tasks

Leo Step 3 of 9
Press Spacebar or Esc to stop

Once the user has pressed start, Leo goes to the menu and begins the process of adding a second time zone

The screenshot shows the Microsoft Outlook calendar interface. The main window displays a calendar for October 2009, with the date October 06, 2009 selected. The interface includes a menu bar (File, Edit, View, Go, Tools, Actions, Help), a toolbar, and a sidebar with navigation options like Mail, Calendar, Contacts, and Tasks. A Leo software interface is overlaid on the calendar, consisting of several dialog boxes and a status bar. A green callout bubble on the right contains the text: "Leo opens up the dialogue boxes to reach the time zone options. Leo asks the user to check the 'show an additional time zone box' and the required time zone." A smaller grey callout bubble on the left says: "Specify label text. The label appears in your calendar above the time zone bar." The "Time Zone" dialog box is open, showing options for "Current Windows time zone" and "Additional time zone". The "Additional time zone" section has the checkbox "Show an additional time zone" checked. The status bar at the bottom right shows "Leo" with a pause icon and the text "Waiting for user response".



Leo completes the action and the new time zone bar is now in place in the user's calendar.