Changing Date and Time Settings on Various Devices

These directions will explain how you can change the date and time settings on a Windows computer, Mac computer, iPad, or Chromebook.

Windows

1. Click on the Windows icon in the bottom left of your screen.

2. Click the gear icon for Settings.

3. Click on Time & Language.

4. Use the Time Zone dropdown menu to select Eastern Time.

5. Toggle the switch to the On position for daylight saving time.

6. Close the Settings Window.
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Mac

1. Click on the apple icon in the top left corner of the screen.

2. Click on System Preferences.

3. Click on Date & Time.

4. Make sure the box next to “Set date and time automatically” is checked and select Eastern time zone from the dropdown menu.

   Note: Most likely, location services have been enabled on the device as this is the recommended setting. If location services are not enabled, this step can be skipped.
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iPad

1. Click on the **Settings** app.

2. Under **General settings**, click on **Date & Time**.

3. Ensure **Set Automatically** is toggled on and that the **Time Zone** is set appropriately.

   *Note: Most likely, location services have been enabled on the device as this is the recommended setting. If location services are not enabled, this step can be skipped.*
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Chromebook

1. Click on the time in the bottom right of your screen.

2. Click on settings.

3. Select Advanced.

4. Select Date and Time.

5. Select Eastern Time.