

## Extended Daylight Saving Time

AgIT Call Center

*Procedure No. C7.3.24*

### Procedure Statement

Individuals using Outlook Calendar have two options to correct calendars for the extended Daylight Saving Time (DST) period (March 11-April 1, 2007 and October 28-November 4, 2007). This document details the options available to users supported by AgIT and contains detailed instructions. This document also includes information for PDA users.

### Reason for Procedure

The U.S. Energy Policy Act of 2007 extended DST by 4 weeks beginning in 2007. DST will start 3 weeks earlier (March 11) and end one week later (November 4) than in previous years. This change requires certain, specific updates to be made to your computer devices.

AgIT pushed out the first updated addressing this issue a few weeks ago. Users scheduling in “real-time” (i.e., the actual meeting time) should have no issues with appointments scheduled since that update.

### Procedure Specifics

All users of Microsoft Outlook affected by the time change should give extra attention to meetings and appointments scheduled between March 11, 2007 to April 1, 2007 and October 28, 2007 to November 4, 2007, referred to as the “extended DST period.” Users should view any appointments that fall into these date ranges as suspect until they communicate with all meeting invitees to make sure that the item shows up correctly on everyone’s calendar both internally and externally. To minimize confusion during the affected date ranges, you should

- Include the time of meetings in the subject area of the meeting so that invitees can double check the correct meeting time (i.e., “Project brainstorming – 11:00 am Eastern Time”) during extended DST.
- Exercise caution with the appointments and meetings in the extended DST period. When in doubt, verify the correct time with the organizer.
- Print out your weekly calendars for the extended DST period.

You have two options to update Outlook Calendar: manually change all appointments scheduled during the extended DST or run the Outlook Time Zone Update Tool.

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**NOTE:** Offices using Outlook Resource Calendars (meeting room calendars, equipment calendars, vacation calendars) have only one option – assign one of the delegates to update those calendars manually.

### Option 1: Manually Change the Appointments

The first option is to manually correct the time for all appointments scheduled between March 11 and April 1 and between October 28 and November 4. Depending on the number and type of items on your calendar, this may be the best option.

1. Open your Outlook calendar (individual or resource).
2. Verify the time for each appointment on that calendar.
3. For those showing the wrong time, open the individual appointment and correct the time.

### Option 2: Use the Microsoft Outlook Time Zone Update Tool

The Outlook Time Zone Update tool was pushed out to all AgIT-supported machines on the network overnight on February 26, 2007. This section includes instructions to run the Outlook Time Zone Update tool on your machine. If you cannot locate the tool, contact the AgIT Call Center for assistance.

**NOTE:** The tool changes only appointments you scheduled, not appointments which you have been invited to by others. Meetings you have been invited to by others will need to be updated individually on your calendar. Updating these meetings will not change the time for others invited to the meeting.

1. Click the **Start** button.
2. Select the **Programs** menu option.
3. Select the **Microsoft Office** menu option.
4. Select the **Microsoft Office Tools** menu option.
5. Select the **Time Zone Update Tool for Outlook** menu option.
6. The **Change Calendar Time Zone** box will appear.

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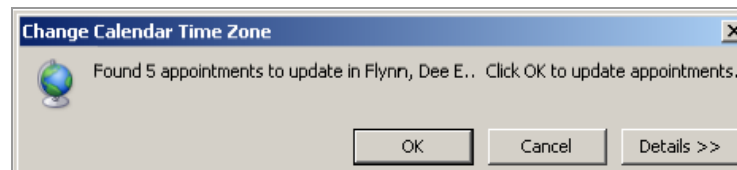
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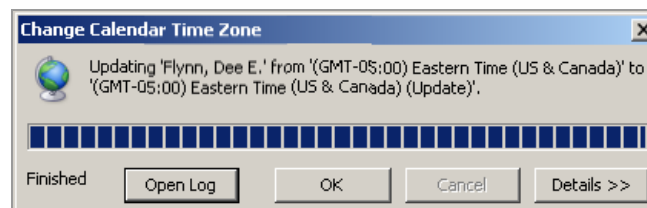


**NOTE:** With “Move meetings you organized to the new time zone and send updates” box checked, meetings scheduled by you on others’ calendars will be updated, and they will receive email notifications of the updates. If you uncheck this box, meeting you invited others to will not be updated.

7. Click the **OK** button.
8. The tool will search your calendar for meetings and appointments you scheduled that need to be adjusted due to extended DST.
9. When it has completed the search, the application will tell you how many appointments needing the time change were found and will ask you to confirm that you want to update the appointments.



10. To see a list of the appointments, click the **Details** button.
11. To approve the changes, click the **OK** button.
12. The application will keep you apprised of the status of the update.



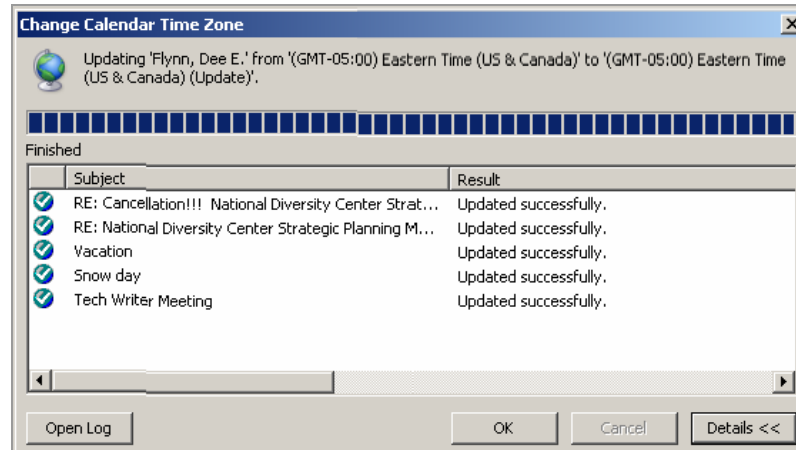
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13. When the application completes the update, the progress bar will extend all the way across the box and the box will indicate that it has finished. At this time, you can click the **Details** button to see which appointments were updated successfully.



14. Click the **OK** button in either of the last two boxes to end the application and complete the calendar update.
15. At this point, it is important to verify the time of all appointments during the time period affected by the date change with your printed copy.

### For Users of Windows CE Devices

For Windows CE devices, you should manually adjust the clock for extended DST. If you need additional information, go to <http://support.microsoft.com/kb/923027>.

1. In the Control Panel, open **Date/Time**.
2. In the **Date/Time Properties** dialog box, make sure the time zone is set to the correct time zone for your area.
3. Click the **Automatically adjust clock for daylight saving** check box.
4. Click the **OK** button.
5. Manually adjust the clock at the start of daylight saving time and at the end of daylight saving time.

**NOTE:** This method may not work for all Windows CE-based devices. See the owner manual for the appropriate steps to turn off automatic clock updates for daylight saving time on your device.

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### For Users of Windows Mobile Devices

For Windows Mobile devices, you can find more information at <http://support.microsoft.com/kb/923953/>.

If you own a device that is running Microsoft Windows Mobile for Pocket PC or Microsoft Windows Mobile for Smartphone, do not try to edit the registry. The registry modifications are intended only for device manufacturers. Instead, download the update for your device from the following Microsoft web site: <http://www.microsoft.com/windowsmobile/daylightsaving/default.mspx>.

If you do not update your Windows Mobile-based device, the clock on the device will be incorrect by one hour when the daylight saving time changes occur. Specifically, calendar items will be incorrect by one hour during the extended DST period, which lasts for three weeks in March and for one week in November.

### For Users of Palm Devices

At this time, AgIT is unaware of any information available for extended DST on Palm OS Mobile Devices.

### For Users of Blackberries

Blackberries obtained through Purdue University are supported by the Purdue Telephone Office. AgIT Call Center staff will direct customers with Blackberry questions regarding extended DST to the Purdue Telephone Office.

### For Users at Pulaski County

Any Pulaski County staff should contact the Call Center before trying any of these procedures because they need a different set of directions based on their individual time zone changes.

## Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.