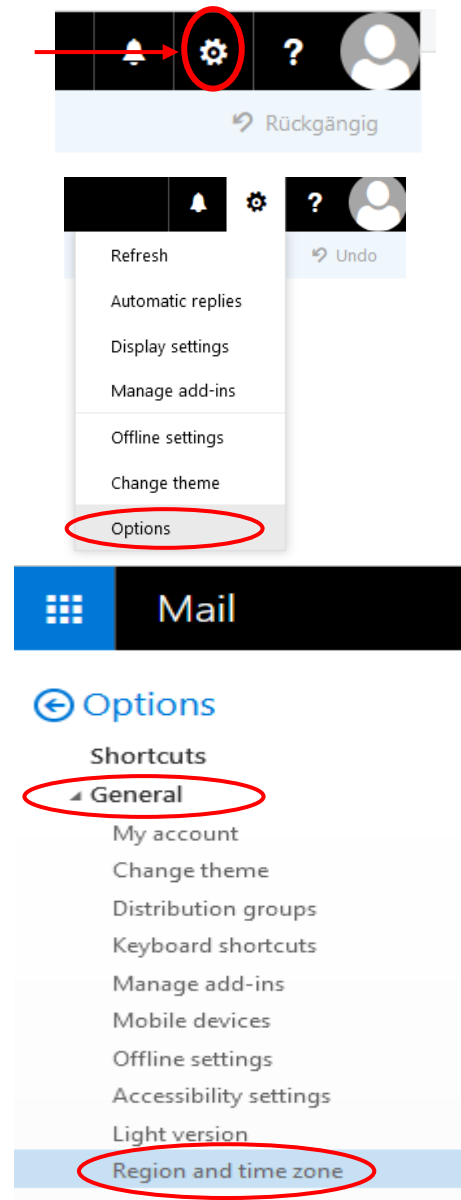


## HAIMAIL TIME ZONE SETTINGS

- 1) Login to your HAlmail via <https://haimail.alumni.uni-heidelberg.de/>
- 2) After logging in, click on the "wheel" symbol in the top right-hand corner

and then click on "Options" in the selection that opens.

- 3) In the menu that appears on the left, click on "General" at the top, then on "Region and time zone".



- 4) Now you can choose your current time zone in the main area and then save it.

If you have any further questions, please do not hesitate to contact the HAlmail administration at [postmaster@alumni.uni-heidelberg.de](mailto:postmaster@alumni.uni-heidelberg.de).