

1. Right-click or tap the date and time in the Windows Notification Area in the bottom-right corner of the screen.
2. Click **Adjust date and time**.
3. Make sure your **Time zone** is set properly if your computer is displaying the wrong time.
4. To manually adjust the time, turn off the **Set time automatically** option, then click the **Change** button.
5. Change the date or time as desired, then click the **Change** button.