

To change the time and date in Windows, follow these steps. These instructions apply to most versions of Windows 10 and Windows 11.

Method 1: Using the Settings App

Click on the Start Menu (Windows icon at the bottom-left corner of the screen).

Select “Settings” (gear icon), or press Windows + I to open it quickly.

Go to “Time & Language”.

Click on “Date & Time” in the left menu.

Under “Set time automatically”, turn the toggle off (if it's on).

Click on the “Change” button under “Set the date and time manually.”

In the pop-up window:

Adjust the date and time as needed.

Click “Change” to apply.

Method 2: Using Control Panel (for older versions of Windows)

Open the Control Panel:

Press Windows + R, type control, and press Enter.

Click on “Clock and Region”.

Click “Date and Time”.

In the window that opens, click “Change date and time...”.

Set your desired time and date, then click OK.

Optional: Change Time Zone

In the same settings (either via Settings app or Control Panel), you can also:

Click on “Time zone” drop-down and select your region.

Turn on “Set time zone automatically” if you want Windows to update it based on your location.

END Extra Tip: Enable or Disable Automatic Time Sync

If your PC is connected to the internet:

Go to Settings > Time & Language > Date & Time.

You can enable “Set time automatically”.

Scroll down and click “Sync now” under “Synchronize your clock” if needed.