

B.C. Time Zone Change

Guide for SD42 Windows users and Outlook

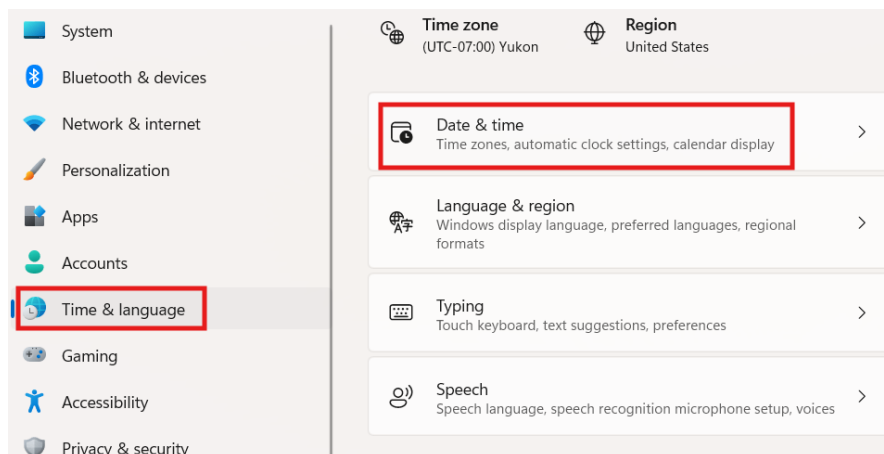
What is changing in B.C.?

British Columbia completed its final seasonal clock change on March 8, 2026. On November 1, 2026, clocks will not move back. For most of B.C., the year-round standard is Pacific Time (PCT), fixed at UTC-07:00.

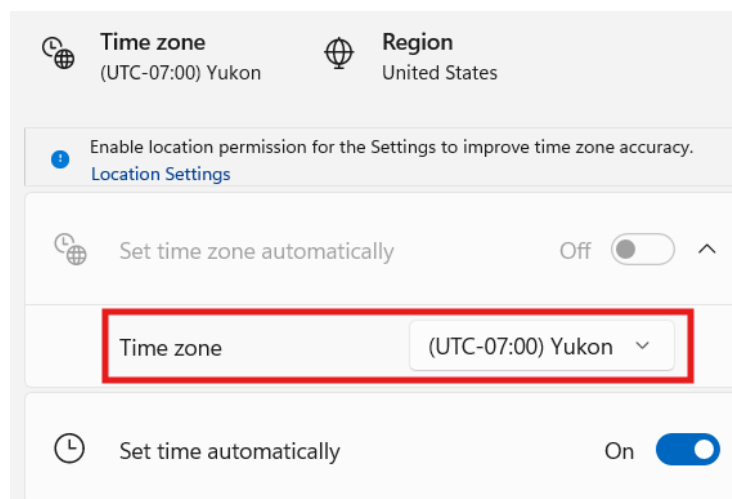
Important: Your device may display “Yukon” even though you are in B.C. This is intentional because Yukon uses UTC-07:00 year-round and does not change its clocks seasonally.

1. Verify the Windows time zone

1. Open Start, select Settings, then select Time & language > Date & time.



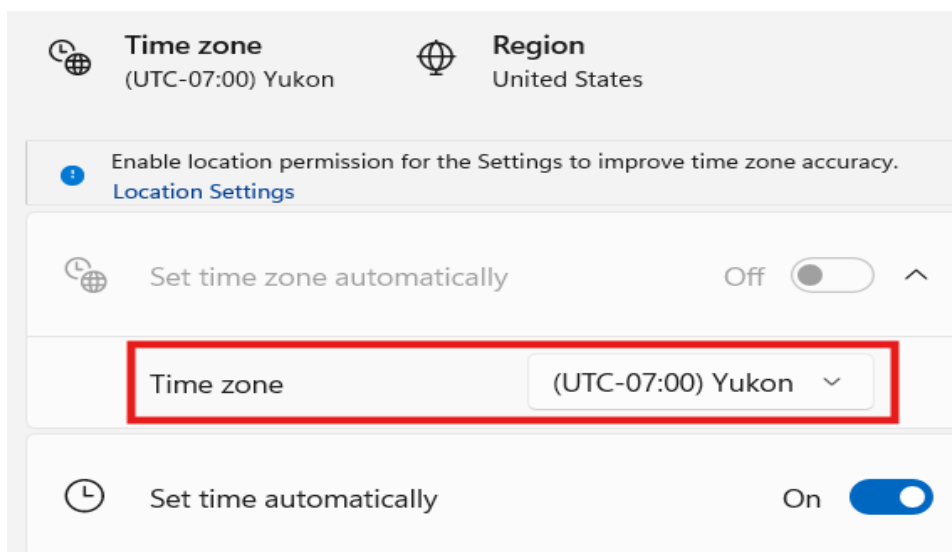
2. Confirm that Time zone is set to **(UTC-07:00) Yukon**



Do not change this setting. The Yukon time zone has been applied to district-managed computers. Changing it may cause the clock or future calendar events to display the wrong time.

If the Windows time zone is incorrect

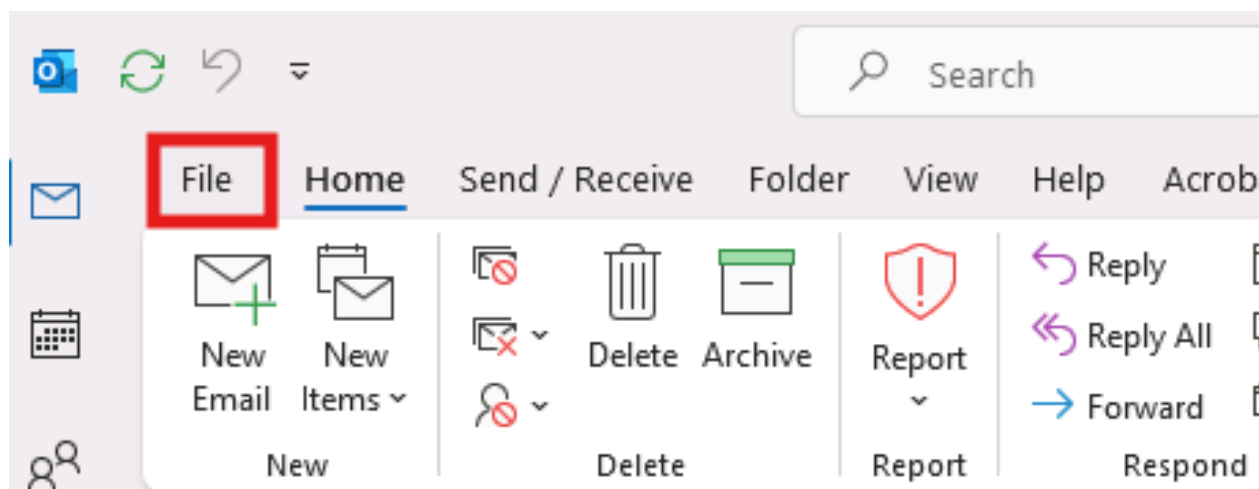
Open the Time zone list and select (UTC-07:00) Yukon.



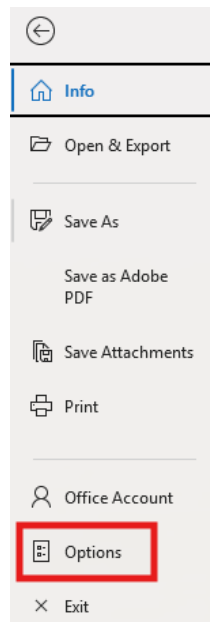
2. Verify the time zone in Outlook (Classic) or the new Outlook

In Outlook (Classic)

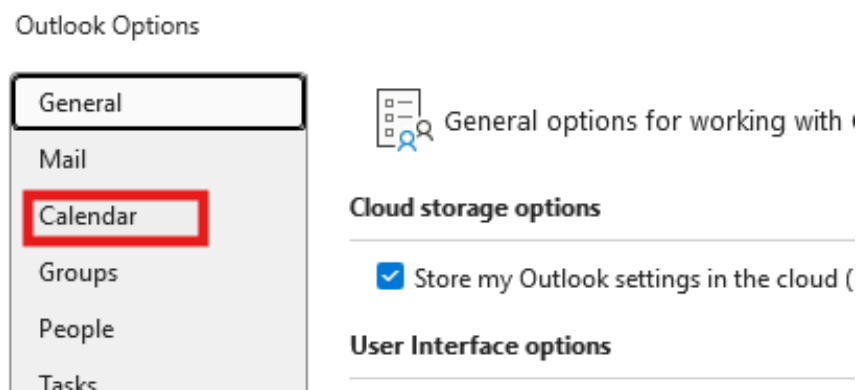
1. Open the Outlook (Classic) desktop app.
2. Select File.



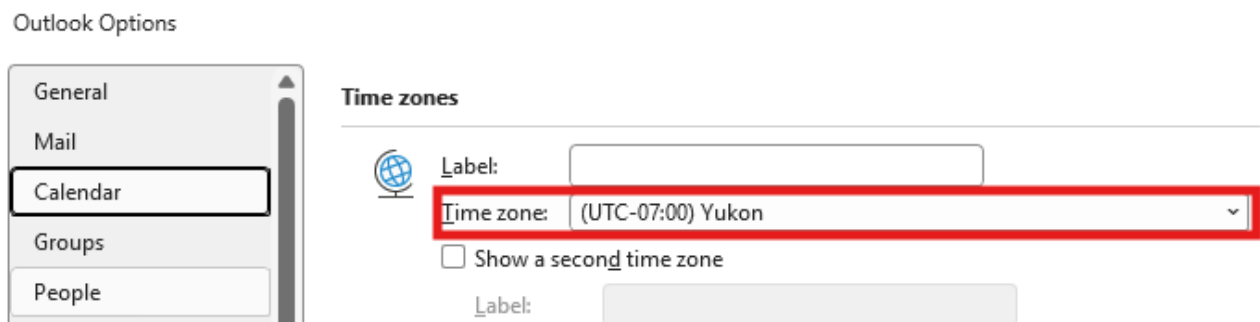
3. Select Options.



4. In Outlook Options, select Calendar.



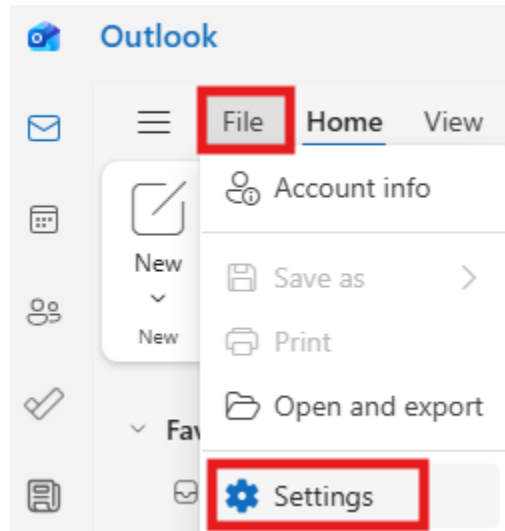
5. Scroll to Time zones and confirm the time zone is set to (UTC-07:00) Yukon.



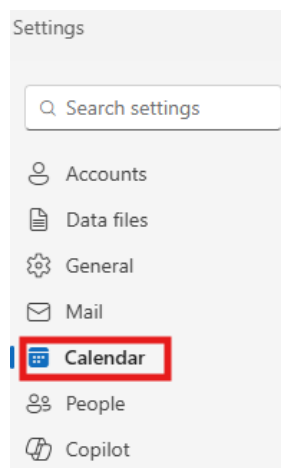
If a different time zone is displayed, open the list and select (UTC-07:00) Yukon.

In Outlook (New)

1. Open the Outlook desktop app.
2. Select File and then Settings



3. Select Calendar



4. Confirm the time zone is set to (UTC-07:00) Yukon

Time zones

- ☒ When I travel across time zones, ask me if I want to update my time zone

Display my calendar in time zone:

(UTC-07:00) Yukon

Label:

If a different time zone is displayed, open the list and select (UTC-07:00) Yukon.

3. Review existing Outlook calendar events

Please note: Future events created before September 4, 2026 may still use Pacific Time. Events created after that date may also use Pacific Time if the device was not yet set to Yukon.

Update a single event

1. Open Calendar in Outlook.
2. Double click to open the event.
3. Select the Time Zones checkbox.
4. Change both time zone fields to (UTC-07:00) Yukon, then save and close the event.

The screenshot shows the Outlook 'Appointment' form. The title is 'Test Event'. The start time is 'Thu 10/8/2026 8:00 AM' and the end time is 'Thu 10/8/2026 8:30 AM'. Both time zone dropdowns are set to 'Pacific Time (US & Cana)' and are highlighted with red boxes. The 'Time zones' checkbox is checked and also highlighted with a red box. Other visible elements include the ribbon with 'File', 'Appointment', 'Scheduling Assistant', 'Insert', 'Draw', 'Format Text', 'Review', and 'Help'; the 'Actions' group with 'Delete', 'Forward', and 'Calendar'; the 'Teams Meeting' group; the 'OneNote' group; the 'Attendees' group; the 'Options' group with 'Show As' (Busy), 'Reminder' (15 minutes), and 'Recurrence'; and the 'Tags' group with 'Private', 'High Importance', and 'Low Importance'.

Update a recurring event

1. Open Calendar in Outlook and double click to open the recurring event.
2. When prompted, select The entire series, then select OK.

The screenshot shows the 'Open Recurring Item' dialog box. It contains a warning icon and the text: 'This is one appointment in a series. What do you want to open?'. There are two radio buttons: 'Just this one' and 'The entire series'. The 'The entire series' option is selected and highlighted with a red box. At the bottom are 'OK' and 'Cancel' buttons.

3. Select Edit Recurrence.

The screenshot shows the Outlook 'Appointment Series' form. The title is 'Test Recurring Event'. The recurrence text is 'Occurs every October 13 effective 10/13/2023 from 2:00 PM to 2:30 PM (UTC-08:00) Pacific Time (US & Canada)'. The 'Edit Recurrence' link is highlighted with a red box. The ribbon is the same as in the previous screenshot, but the 'Recurrence' button in the 'Options' group is now active. The 'Tags' group also includes a 'Dictate' button.

4. Change the start and end time zones to (UTC-07:00) Yukon, then save the series.

Appointment Recurrence

Appointment time

Start:	2:00 PM	▼	Pacific Time (US & Canada)	▼
End:	2:30 PM	▼	Pacific Time (US & Canada)	▼
Duration:	30 minutes	▼		

Recurrence pattern

Remember: You can change the time zone only for events you created. Review upcoming events regularly to confirm that their times are correct.