Configure Personalization Settings

To configure Personalization Settings such as time zone, and formats for number, currency, time and date:

- 1. Select the **Settings** gear at the top of the BrightWork 365 app.
- 2. Select Personalization Settings.



Personal Time Zone

The Personal Time Zone setting should be changed to avoid timing related issues including incorrect **Created** and **Modified** dates. To change the Personal Time Zone setting:

- 1. Click into **Personalization Settings** as noted above.
- 2. Select the **General** tab.
- 3. Select the time zone and click **OK**.

Set the time zone you are in								
Time Zone	(GMT+00:00) Dublin, Edinburgh, Lisbon, London	~						
	(GMT-12:00) International Date Line West							
Select a default co Currency	(GMT-11:00) Coordinated Universal Time-11							
	(GMT-10:00) Hawaii							
	(GMT-10:00) Aleutian Islands							
	(GMT-09:30) Marquesas Islands							
	(GMT-09:00) Alaska							

Currency

To change personal currency settings:

- 1. Click into **Personalization Settings** as noted above.
- 2. Select the **General** tab.
- 3. Select one of the default currencies added by your organization's system admin.
- 4. Select **OK**.

Currency changes will only be in effect for new records, not existing records.

Language Format

The language format of the Gantt can be set to either English or French (Canada).

- 1. Click into **Personalization Settings** as noted above.
- 2. Select the **Formats** tab.

Set Personal Options Change the default display settings to personalize Microsoft Dynamics 365, and manage your email templates.											
General	Synchronization	Activities	Formats	Email Templates	Email Signatures	Email	Privacy	Languages			
Personal Standards and Formats Select how Microsoft Dynamics 365 displays number, currency, time, and date formats. Select a format or click Customize to specify custom formats Current Format											
French (Canada) t Preview								•		

3. Select Current Format.

Perform a Ctrl-F5 app refresh after making a change to this setting.