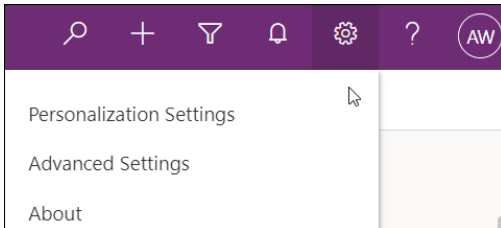


# Configure Personalization Settings

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

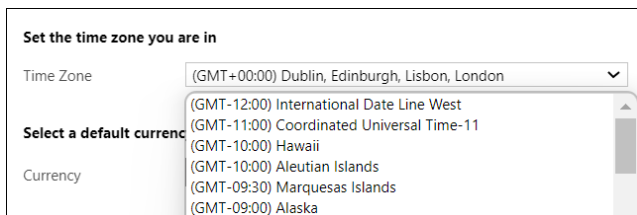
1. Select the **Settings** gear at the top of the BrightWork 365 app.
2. Select **Personalization Settings**.



## 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**.



## 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) [v] [C]

Format Preview

3. Select **Current Format**.

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