How to correct American dates in Office365

This guide tells you how to set the Date format in online Office Web Apps to dd/mm/yyyy when they are defaulting to the American format mm/dd/yyyy, for example in Excel Online.

You also need to ensure your regional settings are correct – see section B.

If you need any further assistance please contact the SID desk

A) Date format settings

1. In O365, click on the blue/white matrix menu at top left, and then click on OneDrive

2. Then click on the cogwheel at top right

3. Click on Site Settings (not Office 365 settings).
4. This will then change the menu title to Newsfeed, don’t worry about that

5. On the **Site settings** screen, click on **Regional settings** under the Site Administration block

6. You will then see the screen below

7. Make sure the **Locale** is set to **English (United Kingdom)**

8. Click **OK** right down at the bottom right of the screen

9. Your date fields (e.g. in Excel Online) should then be ok. You may need to re-enter the dates to pick up the correct format
B) Timezone Regional settings

1. Open O365 Outlook and click on the Settings cogwheel at top right in the black menu bar then click on Options

2. When the Options window opens, click on General and then Region and time zone.
3. Click on the **Current time zone** and scroll down to (UTC) Dublin, Edinburgh, Lisbon, London

4. Then click on **Save**.