

# How do I change my time zone?

SmartEngage uses Time zones at the Avatar level. This way you can adjust this setting based on the specific needs of the individual business/persona.

**Step 1:** Click on your Brand Avatar in the top left and then click on Manage / Integrate

image.png and or type unknown

**Step 2:** Scroll down the page near the bottom and you will see the section for "Avatar Timezone"

**Step 3:** Simply click on the dropdown and select the time zone you'd like for this avatar.

image.png and or type unknown

**Step 4:** Click Save Changes

image.png and or type unknown

---

Revision #1

Created 7 October 2023 14:05:24 by Cindy

Updated 7 October 2023 14:06:30 by Cindy