Qualtrics – Changing Your Time Zone Settings to Eastern Daylight (EDT)

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If you are sending invites out through Qualtrics, you are sometimes asked to set a time for them to be sent. The Qualtrics default is for Eastern Standard Time. If we are in Eastern Daylight Time (EDT) you need to change the setting within your account. Please login (www.qualtrics.som) and change the account settings by first clicking on the upper right corner (your initial). Please see the screenshot below and also know that the "help" option in Qualtrics (the question mark) will provide quick technical support if needed.

Offset to GMT/UTC

Daylight time zone offset: UTC/GMT -4:00 hours (Eastern Daylight Time EDT)

Standard time zone: UTC/GMT -5 hours (Eastern Standard Time EST)