

How to adjust the date and time format in Windows 10

On some rare occasions we have to manually change the Windows date and time format, as we know Sims requires a certain format to work correctly and sometimes windows will be setup or change to the wrong one, this is a quick reference document on how to quickly make that change, assuming that you have the **relevant permissions** to carry this out of course.

There are a few ways we can access and change the date and time format but in this guide we will be sticking to the easiest to follow way and the starts by opening **control panel**

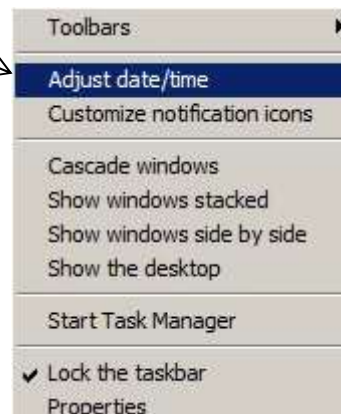
Click Date and Time

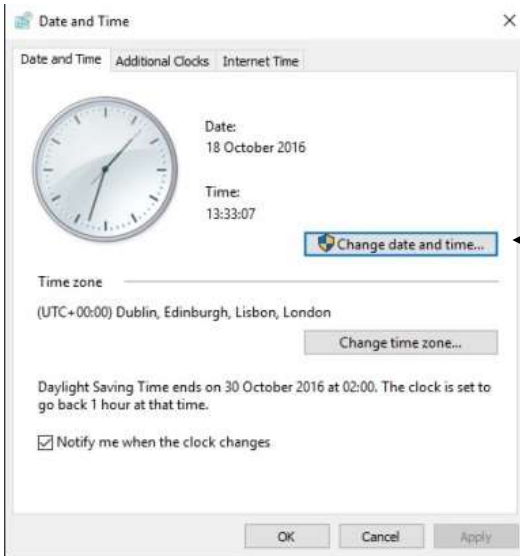


Or alternatively right click on the clock on your task bar

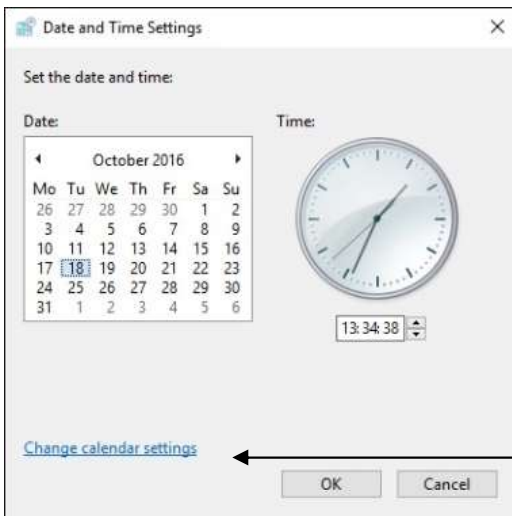


And select adjust date and time

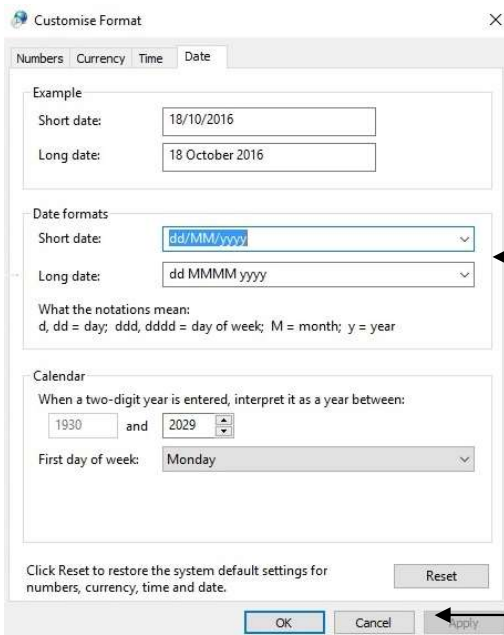




Select Change date and Time



Select Change Calendar Settings



Change the format so it reads
Short date: dd/MM/yyyy
Long date: dd/MMMMM/yyyy

Click Apply and then ok and then ok for each open box

If you cannot carry out these tasks please contact your IT support.