High Ground University

How to Edit Your Default Area Code and Time Zone

In this video, we will discuss How to Edit Your Account's Default Area Code and Time Zone.

Your Account Area Code will be used for any phone number imported or added to your system without an area code. The Time Zone enables the system to send and document the time your messages were sent by the time zone in which your account is located.

To update your Area Code or Time Zone, hover over the Account Tab and select Account Details from the drop-down menu.

Next, click the 'Edit Account Details' button at the bottom of the screen.

Then, locate the Default Area Code and Time Zone fields and update your information in the corresponding boxes.

Finally, click the update button to save.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.