

Adjust my workings hours

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The working hours recorded in your Julie Desk account (heading: availability) are **the hours during which you authorize Julie to schedule meetings for you.**

You can define your availability as you wish! You can specify the same times every day or differentiate them by day.

- **How do I define my availability?**

Here are 2 examples to help you understand how to define your availabilities:

Case 1 : I am available every day at the same time.

Example: I am available every day from 9am to 6pm

The screenshot shows the Julie Desk dashboard with the following elements:

- Header:** Julie Desk | DASHBOARD (left) and margot@juliedesk.com Me déconnecter (right)
- Left Sidebar (PREFERENCES):**
 - General Infos
 - Availability rules (selected)
 - My Meetings
 - My Locations
 - My Calendars
 - Advanced options
 - Accéder à la FAQ
 - Nous contacter
- Main Content Area:**
 - Working hours:** Sub-heading "Open hours on which you want your meetings getting scheduled." Below it is a grid with columns for MONDAY, TUESDAY, WEDNESDAY, THURSDAY, and FRIDAY, and rows for time slots: 8 am, 11 am, 2 pm, 5 pm, and 8 pm.
 - Default timezone:** Europe/Paris
 - Between two meetings:** Sub-heading "Julie uses those informations to correctly articulate your meetings." Below it are settings:
 - Default mean of transport: Transit
 - Default travel time: 30 min
 - In-between meetings buffer time: 30 min
 - Main location: Bureau (15b)
 - Buttons:** A blue "Save" button at the bottom left and a chat icon at the bottom right.

Warning: To modify your "Time Zone", you can either contact us via chat (on the bottom right corner of the page) or send us a message to hello@juliedesk.com.

Case 2 : I am available some days of the week on certain slots

Example: I am only available Monday to Wednesday from 9am to 11am and from 3pm to 5pm:

Julie Desk | DASHBOARD margot@juliedesk.com [Me déconnecter](#)

PREFERENCES

- General Infos
- Availability rules**
- My Meetings
- My Locations
- My Calendars
- Advanced options

[Accéder à la FAQ](#)
[Nous contacter](#)

Working hours

Open hours on which you want your meetings getting scheduled. Default timezone
Europe/Paris

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 am					
11 am					
2 pm					
5 pm					
8 pm					

[Save](#)

Between two meetings

Julie uses those informations to correctly articulate your meetings.

Default mean of transport ? Transit

Default travel time ? 30 min

In-between meetings buffer time ? 30 min

Main location ? Bureau (15b)

[Chat](#)

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