Adjust my workings hours

Last Modified on 03/09/2018 11:22 am CEST

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

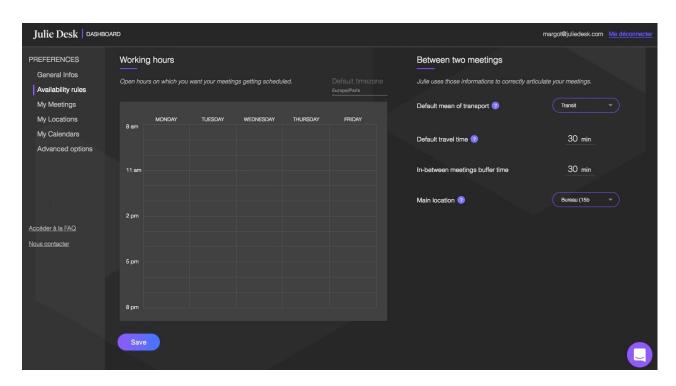
You can define your availability as you wish! You can specify the same times every day or differentiate them by day.

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.

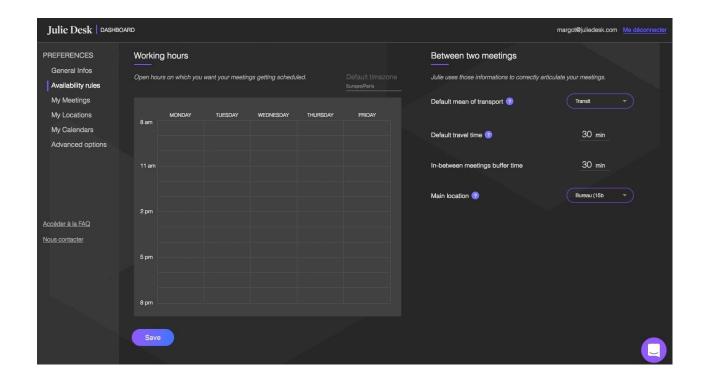
Example: I am available every day from 9am to 6pm



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:



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