

# View / Modify my working hours

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When you registered, you defined working hours that may change. In this article, we explain how to adjust your working hours and how to inform Julie of changes in your availability.

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## Adjust my workings hours

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

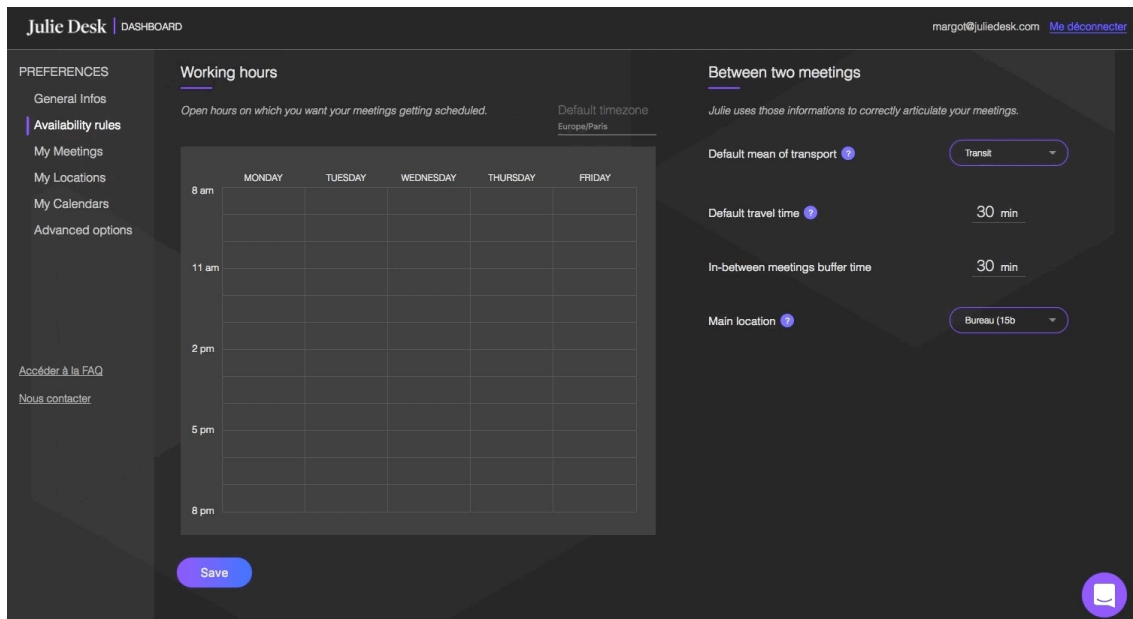
You can define your availability as you wish! You can specify the same times every day or differentiate them by day.

- **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.

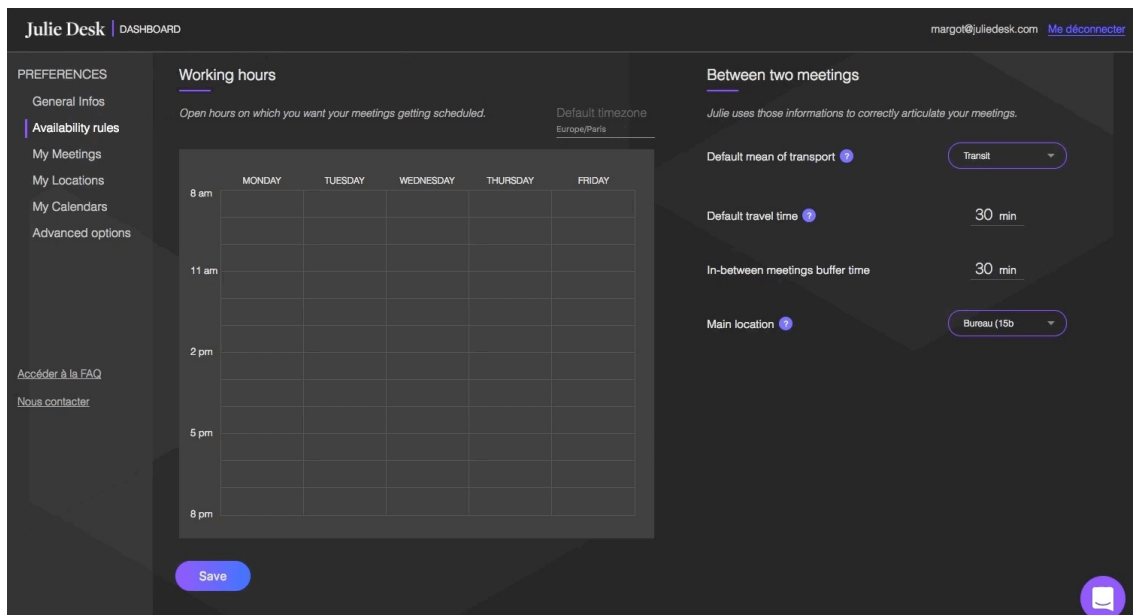
Example: I am available every day from 9am to 6pm



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### 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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