Configuring Availability for Specific Booking Calendars [New]

You can configure the availability settings for each Booking Calendar to either inherit your default user profile availability or define unique availability specific to that Booking Calendar.

We recommend that you set your profile availability as your standard availability for all Booking Calendars, making it easier to adjust if your regular work schedule changes. Then use Booking Calendar-specific availability to offer certain meeting types during unique hours that differ from your usual schedule.

In this article we will be covering how you can customize the availability for a specific Booking Calendar.

How to Access Your Booking Calendar Settings:

- 1. Click **Booking Calendars** in the left-hand menu.
- 2. Select the Booking Calendar you want to modify.
- Navigate to the Availability and Location section from the Booking Settings tab.
 (Note: At least one host must be assigned to the Booking Calendar before this section is visible).

Customizing your Booking Calendar Availability

By default, your Booking Calendar inherits availability settings from your user profile.

To customize the availability for this specific calendar:

- Select the Customize availability and location radio button. Upon selection, you will see two tabs:
 - Weekly Working Hours: Define your standard, recurring booking times here.
 - Date-Specific Overrides: Use this section to adjust your typical availability for specific dates.

NOTE: Remember that any availability settings you specify here for this Booking Calendar will override the default availability you've set in your user profile.

Defining Your Weekly Working Hours

The **Weekly Working Hours** tab allows you to define your standard booking schedule and the locations where those bookings will occur for this Booking Calendar.

How to modify your weekly working hours:

- 1. Click the Edit link in the Weekly Working Hours tab.
- 2. Use the Add and Remove icons to adjust the preset time blocks.
- Define the meeting location(s) for each time slot by clicking the corresponding meeting location icon.
 (For more information on Meeting Locations, see the Meeting Locations for Booking Calendars article).
- 4. Click **Apply** to save the changes.



Customize with Date-Specific Overrides

The Date-Specific Overrides feature allows you to adjust your standard availability for specific dates. This is useful for accommodating events, holidays, or other instances where your regular schedule may not apply.

Learn more about date-specific overrides:

For detailed instructions on how to use this feature, see the following articles:

• How to Extend your availability