

Configuring Availability for Specific Booking Calendars [New]

Each Booking Calendar can either inherit your **default profile availability** or **use defined custom availability** unique to that Booking Calendar.

We recommend setting your **profile availability as your standard schedule**. This makes it easy to update your regular working hours in one place. Use **Booking Calendar specific availability** only when a particular meeting type needs to be offered at unique hours that differ from the standard schedule.

This article explains how to customize availability for an individual Booking Calendar.

How to Access Your Booking Calendar Availability Settings

1. Click **Booking Calendars** in the left-hand navigation menu.
2. Select the Booking Calendar you wish to edit.
3. Expand the **Availability and Location** section.
4. Select the **Customize availability and location** radio button.



NOTE: At least one host must be assigned to this Booking Calendar for this section to appear.

Customizing Availability for Single and Multiple Host Booking Calendars

Depending on whether your Booking Calendar has a single host or multiple hosts, you will customize availability in slightly different ways.

Booking Calendars with a Single Host

Upon selecting Customize availability and location, you will see two tabs you can use to customize your availability:

- **Weekly Working Hours:** Define your standard, recurring availability.
- **Date-Specific Overrides:** Use to adjust your availability for specific dates.

Please see the sections below for detailed steps on how to set [Weekly Working Hours](#) and [Date-Specific Overrides](#).

Booking Calendars with Multiple Hosts

When a Booking Calendar has more than one host, you can [Customize availability and location](#) for:

- **All hosts:** Applies the same common availability and locations to all hosts on this Booking Calendar.
- **Some hosts:** Set the availability and locations that will be used for each host on this Booking Calendar individually.

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IMPORTANT: If the Booking Calendar is configured to [Customize availability and location for some hosts](#), individual Member Users can set their own availability.

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.

Modifying 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.
3. 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.

Setting Your Time Zone

1. Click the **Edit** link in the **Weekly Working Hours** tab.
2. Click the **Edit** link at the top at of the pop-up.
3. Select the **Time Zone** from the dropdown.
4. Click on **Apply** to save the change.
5. Click on **Apply** in the pop-up to save the change.

Use the Date-Specific Overrides

The Date-Specific Overrides allow 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.

To Learn more about date-specific overrides, see:

- [How to Extend Your Availability](#)
- [How to Block Your Availability](#)
