

Using Profile-level Availability with Booking Pages [Legacy]

To simplify scheduling across multiple Booking Pages with various meeting locations (e.g., Zoom, in-person), you can define your availability at the profile level. This ensures all Booking Pages share the same settings, eliminating the need for individual configurations.

Types of Availability Settings

Profile availability is set using two methods:

- **Weekly Working Hours:** Define your standard, default recurring availability for each week.
 - **Date-Specific Override:** Adjust your availability for particular dates by adding or removing time slots.
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How to Use Profile-Level Availability for Booking Pages:

To use profile availability for Booking Pages, you will need to:

1. Set up your availability directly within your profile settings.
 2. Configure each Booking Page to use your profile's availability instead of using their own.
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Step 1: Set up your availability directly within your profile settings.

Accessing Your Profile Settings

1. Click on the profile icon located in the top-right corner.
2. Select **Scheduled Meeting Availability** from the dropdown.

Setting Your Weekly Working Hours

1. Define your default, recurring availability for each week on the left.

Adding Date-Specific Overrides (optional)

1. Modify your availability for specific dates by adding or removing time slots on the right.

Saving Your Settings

1. Click **Save** to apply your changes.
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Step 2: Configuring Booking Pages to use your profile's availability instead of using their own.

After defining your profile-level availability, you can enable Booking Pages to adopt these settings automatically.

Accessing Booking Page Configuration

1. Open the **Booking Page** scheduling setup from the left-hand menu.
2. Select the specific Booking Page you want to configure.

Using Weekly Working Hours

1. Click on **Recurring availability** in the left-hand menu.
2. Select **Use recurring availability from [Your Name] profile**.

Using Date-Specific Overrides (optional)

1. Click on **Date-specific availability** from the left-hand menu.
2. Select **Use date-specific overrides from [Your Name] profile**.

If you would prefer to set availability for each Booking Page individually, please see our [Booking pages: Recurring availability article](#).
