

HOW TO SET YOUR LOCATION IN OUTLOOK CALENDAR IN OFFICE 365

AS A HYBRID WORKER

Work hours and location

Get a handle on your week and help others plan meetings that work better for your schedule. Your work hours and location can be hidden on the calendar surface, but will still be visible to your colleagues.

☒ Show work location on my calendar

Your current time zone for your work schedule is (UTC+10:00) Canberra, Melbourne, Sydney.

☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

Mon	08:00	to	17:00	Office	+
Tue	08:00	to	17:00	Office	
	17:30	to	18:00	Remote	+ 📅
Wed	08:00	to	17:00	Office	+
Thu	08:00	to	17:00	Remote	+
Fri	08:00	to	17:00	Remote	+

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Save Discard