

## Settings

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## 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

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

|     |          |    |         |        |   |
|-----|----------|----|---------|--------|---|
| Mon | 8:00 AM  | to | 5:00 PM | Office | + |
| Tue | 10:00 AM | to | 8:00 PM | Remote | + |
| Wed | 8:00 AM  | to | 2:00 PM | Office |   |
|     | 3:00 PM  | to | 7:00 PM | Remote | + |
| Thu | 8:00 AM  | to | 5:00 PM | Office | + |
| Fri | 8:00 AM  | to | 5:00 PM | Office | + |