

General ^

- Language and region
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- Events from Gmail
- Working Hours
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- Keyboard shortcuts

Add calendar ▾

Import & export

Settings for my calendars

 Danny Maiorca

To get events from Gmail, you must also turn on **Smart features and personalization** in Gmail settings. [Learn more](#)

Working Hours

Enable working hours to let people know what times you're working and when you're available for meetings. This will warn people if they try to invite you to a meeting outside of these hours.

☐ Enable working hours

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F

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Monday

9:00amto5:00pm

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Copy time to all

Learn more about [working hours](#).

Main office building

Office

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Floor

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In order to setup main work locations, buildings need to be defined first.

Keyboard shortcuts

☒ Enable keyboard shortcuts