Outlook: Set your work hours and location

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This article reviews how to set your **work hours and location** within Outlook.

See also:

- Outlook: Schedule Zoom meetings through Outlook
- Microsoft 365: Overview

Attention: This functionality is **not available in Outlook for Mac**, **iOS**, or **Android** and thus your work hours may not appear accurately in those locations. If your hours are set in Webmail, they will be visible to your colleagues.

Via Webmail

Setting your work hours and location allows more effective scheduling based on everyone's availability!

1. Open **Google Chrome**
2. Navigate to Webmail
3. In the top-right, click the **gear icon** ⚙
4. On the left-hand pane, click **Calendar** > **Work hours and location**
5. Set the **days, time, and location** for your work schedule

6. Click **Save**

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the**Help Desk!**

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