

# 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

The screenshot shows the 'Settings' application with the 'Calendar' section selected. The 'Work hours and location' settings are displayed. The time zone is set to '(UTC-05:00) Eastern Time (US & Canada)'. The work schedule is defined for Monday through Friday, with hours from 8:00 AM to 4:00 PM. The location is set to 'Office' for Monday, Tuesday, Thursday, and Friday, and 'Remote' for Wednesday. A checkbox for 'Show work location on my calendar' is checked. Under 'Share your location', the setting is set to 'Can view all details (building, desk, etc.)'.

**Settings**

Search settings

- Account
- Files
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- Calendar**
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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 time zone: (UTC-05:00) Eastern Time (US & Canada).

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Day	Start	End	Location	Action
Mon	8:00 AM	4:00 PM	Office	+
Tue	8:00 AM	4:00 PM	Office	+
Wed	8:00 AM	4:00 PM	Remote	+
Thu	8:00 AM	4:00 PM	Office	+
Fri	8:00 AM	4:00 PM	Office	+

Show work location on my calendar ⓘ

**Share your location**

People in my organization: Can view all details (building, desk, etc.)

6. Click **Save**

## Questions?

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

**Phone:** 610-526-7440 | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor