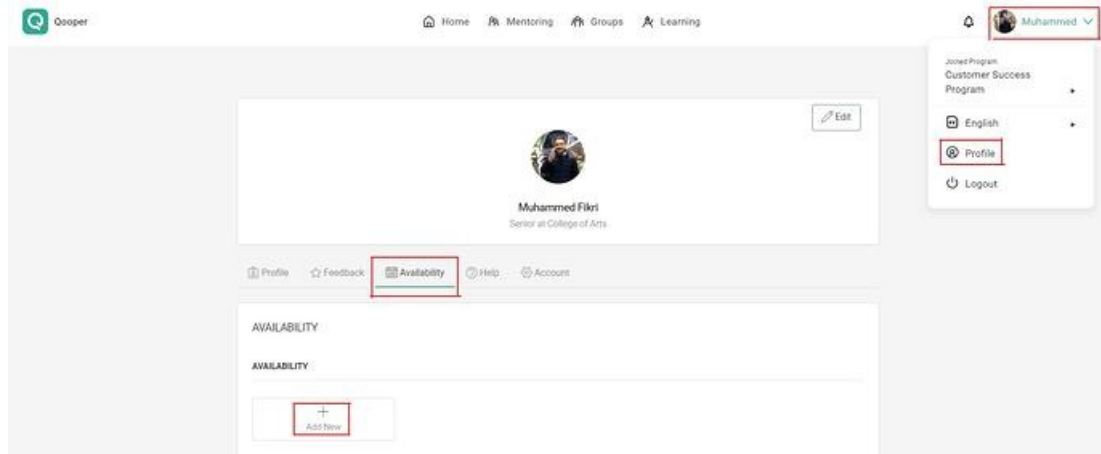


# How to set your calendar availability

Last Modified on 02/11/2022 10:55 am EST

You can set your calendar availability by following the steps below;

- Go to your "Profile" page by clicking on the Profile Drop-Down Menu on the top right.
- Click on the "Availability" tab under your profile
- Click "Add New" to set your availability date




- Pick your date and time and choose whether to repeat the weekly, biweekly, or monthly availability. After your settings are complete, click on "Submit" to confirm your availability.

### Add Availability ×

Date\*

Start Time\*  End Time\*

Repeats\*



- When one of your contacts wants to schedule a meeting with you, the availability date you have set in your calendar will appear as follows.

Select Date and Time

×

Prev Next today

January 2022

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3 Empty Slot 12:00pm	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5



Close