

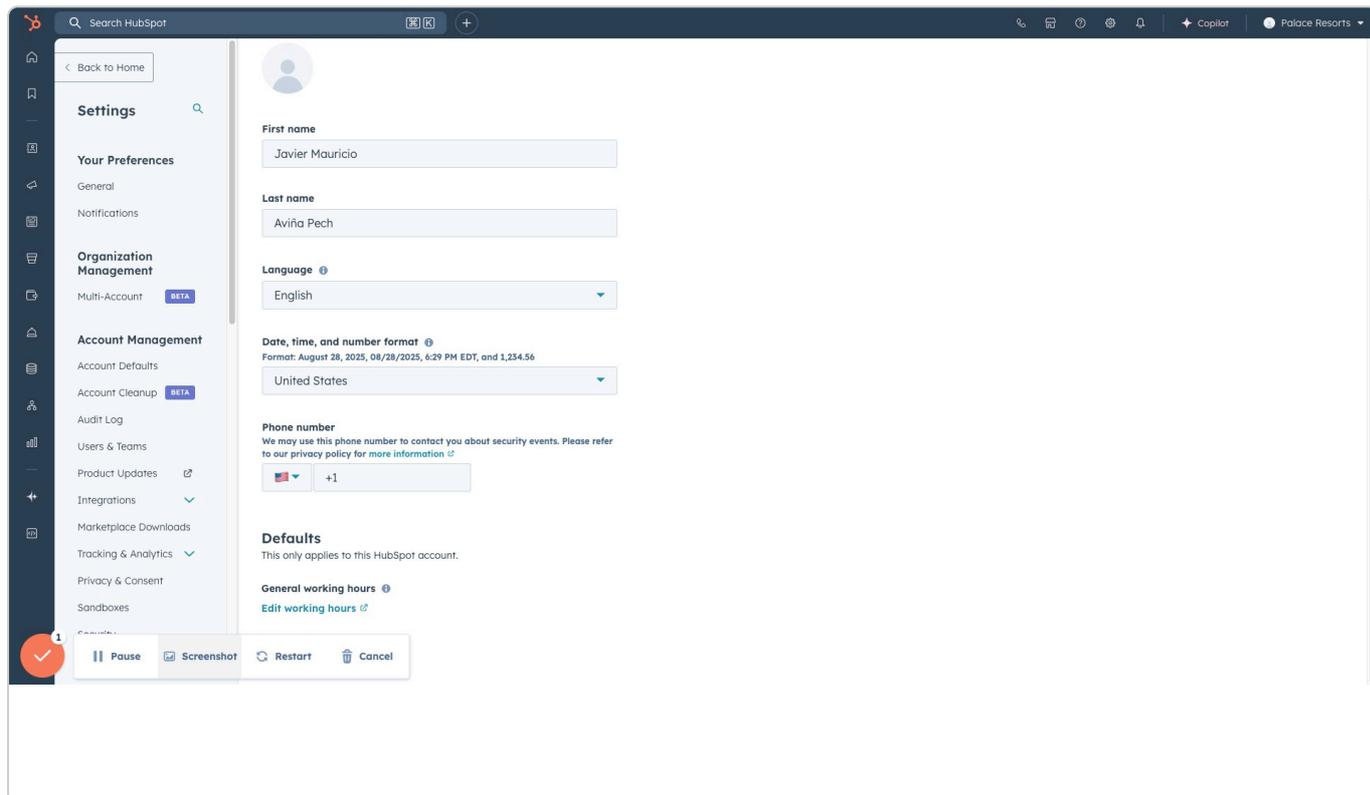
How to set working hours

Última actualización: 8 de oct. de 2025

1 Navigate to Settings | HubSpot

2 View User Preferences | HubSpot

On the bottom line click on Edit working hours



3

Click on Add hours

Set general working hours for this user. Inside of working hours, their status will be available. Outside of working hours, they will be unavailable.

Time zone ⓘ

UTC -06:00 Merida ▼

Update time zone based on device location ⓘ

General working hours

Communications will only be sent to this user during these hours.

Mon - Fri ▼ from 8:00 AM ▼ to 6:00 PM ▼ 🗑️

[+Add hours](#)

Out of office

Set a same-day or future time period for out of office availability. During this time, this user's availability status will be set to unavailable.

[+Add dates](#)

Calendar sync (optional)

Sync out of office with your calendar (📅 javina@thepalacecompany.com)

4

Select your working days

It could be individually or day to day.

Set general working hours for this user. Inside of working hours, their status will be available. Outside of working hours, they will be unavailable.

Time zone ⓘ

UTC -06:00 Merida ▼

Update time zone based on device location ⓘ

General working hours

Communications will only be sent to this user during these hours.

Mon - Fri ▼ from 8:00 AM ▼ to 6:00 PM ▼ 🗑️

Mon - Fri ▼ from 12:00 AM ▼ to 11:59 PM ▼ 🗑️

[+Add hours](#)

Out of office

Set a same-day or future time period for out of office availability. During this time, this user's availability status will be set to unavailable.

[+Add dates](#)

5

Select your working hours

Set general working hours for this user. Inside of working hours, their status will be available. Outside of working hours, they will be unavailable.

Time zone ⓘ

UTC -06:00 Merida ▼

Update time zone based on device location ⓘ

General working hours

Communications will only be sent to this user during these hours.

Mon - Fri ▼

from

🕒 8:00 AM ▼

to

🕒 6:00 PM ▼



Mon - Fri ▼

from

🕒 12:00 AM ▼

to

🕒 11:59 PM ▼



Mon - Fri

Sat - Sun

Everyday

Sunday

Monday

Set a same-day or future time period for out of office availability. During this time, this user's availability status will be set to "away."

6

Click on Save

Update time zone based on device location ⓘ

General working hours

Communications will only be sent to this user during these hours.

Mon - Fri ▼

from

🕒 8:00 AM ▼

to

🕒 6:00 PM ▼



Mon - Fri ▼

from

🕒 12:00 AM ▼

to

🕒 11:59 PM ▼



[+Add hours](#)

Out of office

Set a same-day or future time period for out of office availability. During this time, this user's availability status will be set to "away."

[+Add dates](#)

5

Cancel

1 unsaved change