

GoodTime – O365 Calendar Settings

TL;DR: GoodTime is able to read the time zone of each team member directly from their O365 calendar. This integration allows for GoodTime to dynamically understand when each team member is available to conduct interviews based on what you set within GoodTime as your company “Business Hours”.

O365 Calendar Settings that GoodTime can read.

GoodTime is only able to read time zone settings that O365 gives us access to. In order for GoodTime to read your calendar time zone accurately please ensure the following settings are accurate:

The image shows two screenshots of the O365 calendar settings interface. The top screenshot shows the 'View' tab with the 'Time zones' section highlighted. The bottom screenshot shows the 'Work hours and location' section.

GoodTime pulls the interviewer timezone from this section of their O365 calendar and syncs it to the GoodTime Team tab

GoodTime does NOT pull a user's timezone from the work hours & location section of O365

Settings

View

Events and invitations

Weather

Events from email

Shared calendars

Customize actions

Bookings with me

Work hours and location

Time scale:

30 minutes

☐ Show week numbers

☒ Use dynamic column widths

Time zones

☒ When I travel across time zones, ask me if I want to update my time zone

Display my calendar in time zone:

(UTC-08:00) Pacific Time (US & Canada)

Label: Add a label

Your meeting hours time zone is set to (UTC-10:00) Hawaii. Do you want to update it to (UTC-08:00) Pacific Time (US & Canada)?

Yes, update

+ Add time zone

Global calendar

☐ Add a global calendar

Select a language:

English

Select a calendar type:

Gregorian

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Accounts

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-10:00) Hawaii.

☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

Mon 8:00 AM to 5:00 PM No location +

Tue 8:00 AM to 5:00 PM No location +

Wed 8:00 AM to 5:00 PM No location +

Thu 8:00 AM to 5:00 PM No location +

Fri 8:00 AM to 5:00 PM No location +

☒ Show work location on my calendar

Share your location

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