

Set your hours in the hours block

Fill in each day in the hours block, choose a 12 or 24 hour clock, and combine days with the same hours.

The hours block is a ready-made list of your days and times. You set each day once and the block lays it out neatly. For a general check on keeping hours right everywhere, see [Update your hours](#).

Steps

1. Log in to your site editor and open the page with your hours.
2. Click the hours block. In the small toolbar that appears, open its content settings.
3. Choose **Build your own** to type the hours yourself.
4. Click a day. Then pick one:
 - **Working hours**, and set the times.
 - **Open 24 hours**.
 - **Closed**.
 - **Appointment only**.
5. Repeat for every day.
6. Under **Start Week On**, choose the day your week begins.
7. Turn **Use 24-hour clock** on for times like 18:00, or off for times like 6 pm.
8. Turn on **Combine days with identical opening hours** to join matching days onto one line, such as "Mon to Fri".
9. Choose a **Title** to show above the hours, or click the eye icon to hide it.
10. Preview the page, on a phone too.
11. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

If your hours live in one place

Your hours can also be kept with your other business details. In that case the block is linked to them. To link one, right-click the block, or use its toolbar, and choose **Connect to Data**, then pick the location. Change the hours in your business details, and the block follows. See [Update your business details in one place](#).

Tips

- Mark closed days as **Closed** instead of leaving them out.
- Use the 12-hour clock if that's what your customers are used to.
- Hours also show on your Google profile. Keep both the same.
- For one-off days such as holidays, see [Add holiday dates to the hours block](#).

Need a hand?

Email hello@zossoz.com with the hours for each day, written out, and we'll update every place they appear. It counts as one of your small changes for the month. We reply within one business day. See [Request a change](#).

Related guides: [Update your hours](#) · [Add holiday dates to the hours block](#) · [Update your business details in one place](#) · [Add holiday hours](#)

More guides: [the Zossoz Help Center](#) · [Questions? Email \[hello@zossoz.com\]\(mailto:hello@zossoz.com\)](#)