

How to set the first day of the business week

Set the week-start day so calendars and week-based views follow the schedule used by your business.

Choose the week-start day

1. Open **Settings > General**.
2. Find **Calendar & Time Zone**.
3. Select the day your business week begins.
4. Save the General settings.

Choose the day used for your normal reporting and operating cycle. This helps employees interpret weekly calendars and date ranges consistently.

Revision #1

Created 2026-09-13 02:50:22 UTC by Sunny

Updated 2026-09-13 02:50:23 UTC by Sunny