


# Sola Salon Studios - Setting Up Business Hours in SalesMsg

Set clear expectations with your Contacts by configuring your business hours in SalesMsg. Doing this will allow anyone that contacts you outside of your working hours to receive a message letting them know you are away from your phone and will get back with them later. This guide will show you how to set up business hours and configure your message.

11 Steps    [View most recent version](#) 

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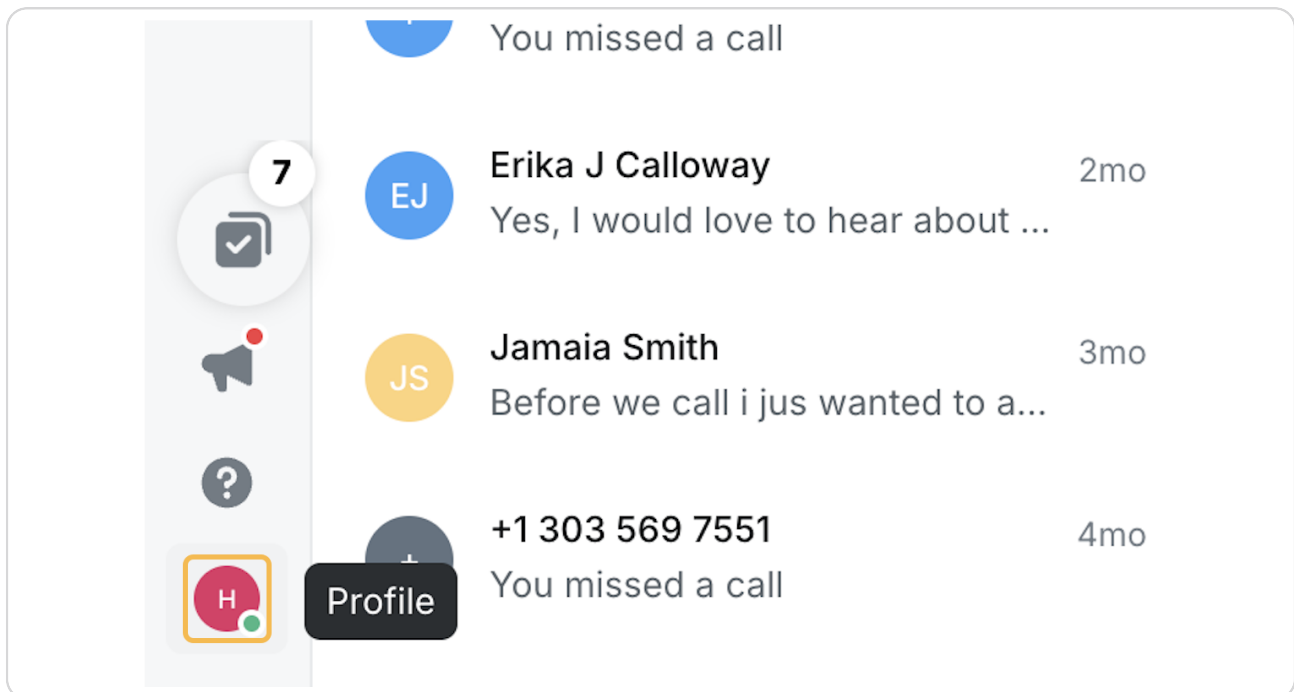
Created by	Creation Date	Last Updated
Doug Davidoff	Jun 02, 2025	Jun 02, 2025



NOTE: Business hours are set per inbox, not per user. All users assigned to the inbox will follow the same schedule.

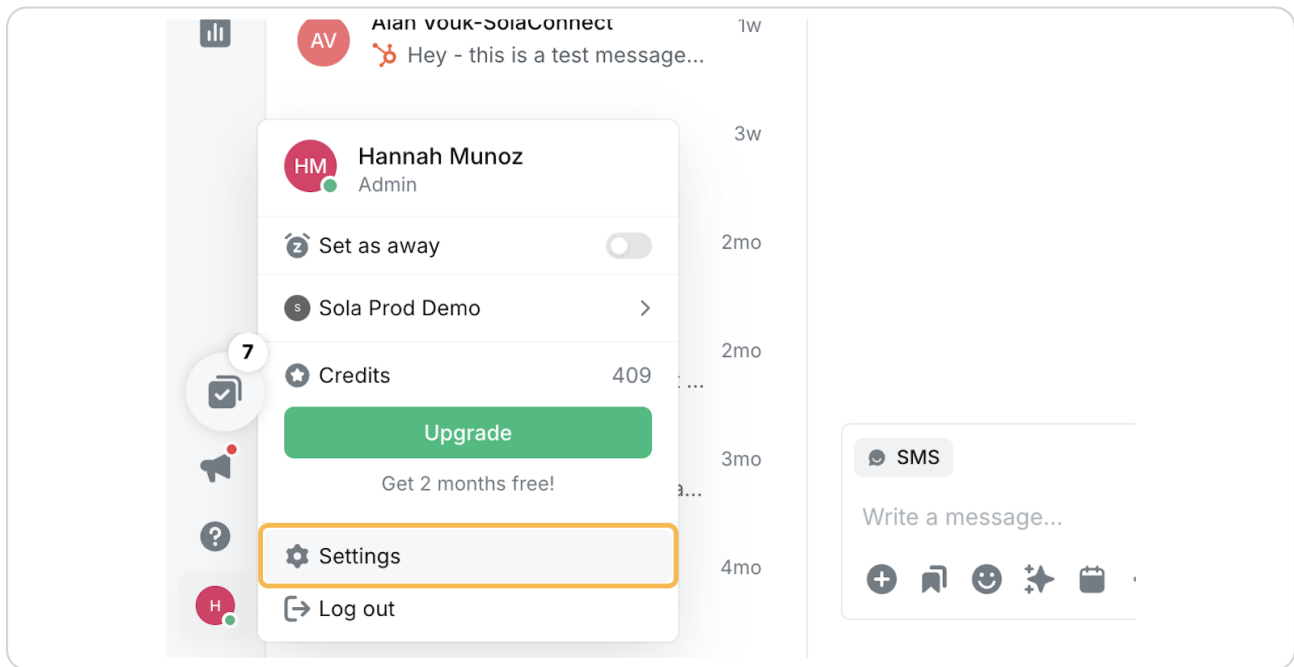
## STEP 1

**Click on your Profile in the bottom of the left-hand navigation**



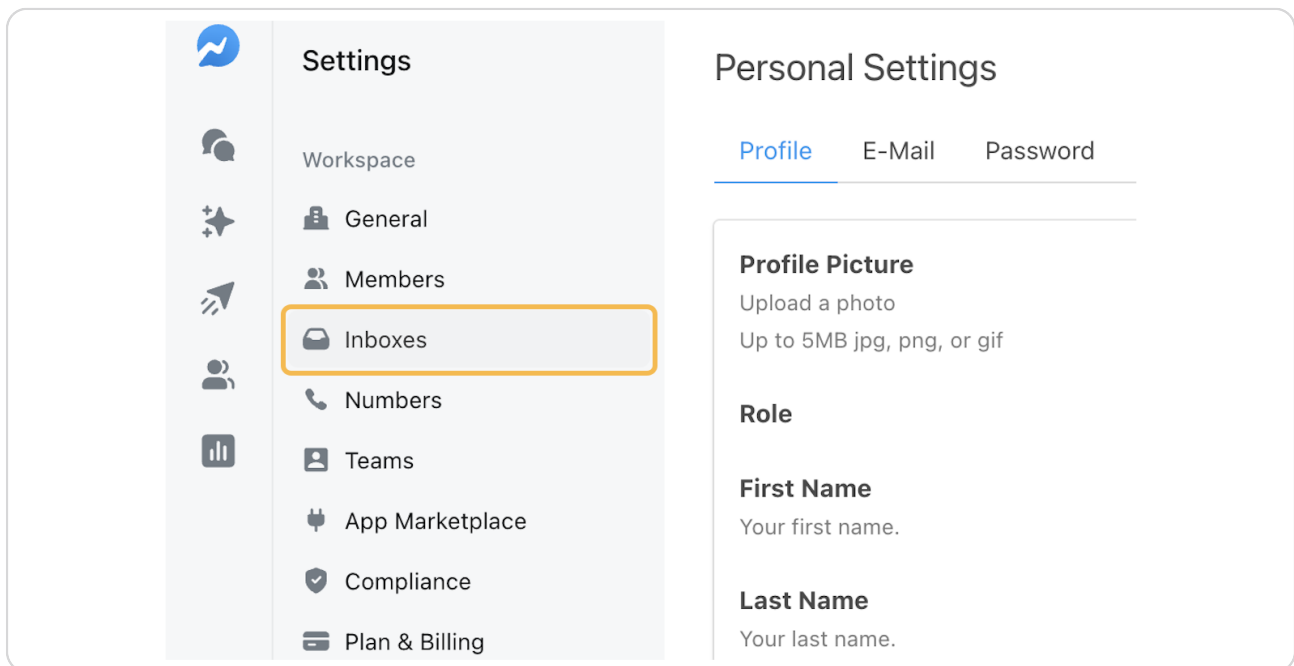
## STEP 2

### Click on Settings



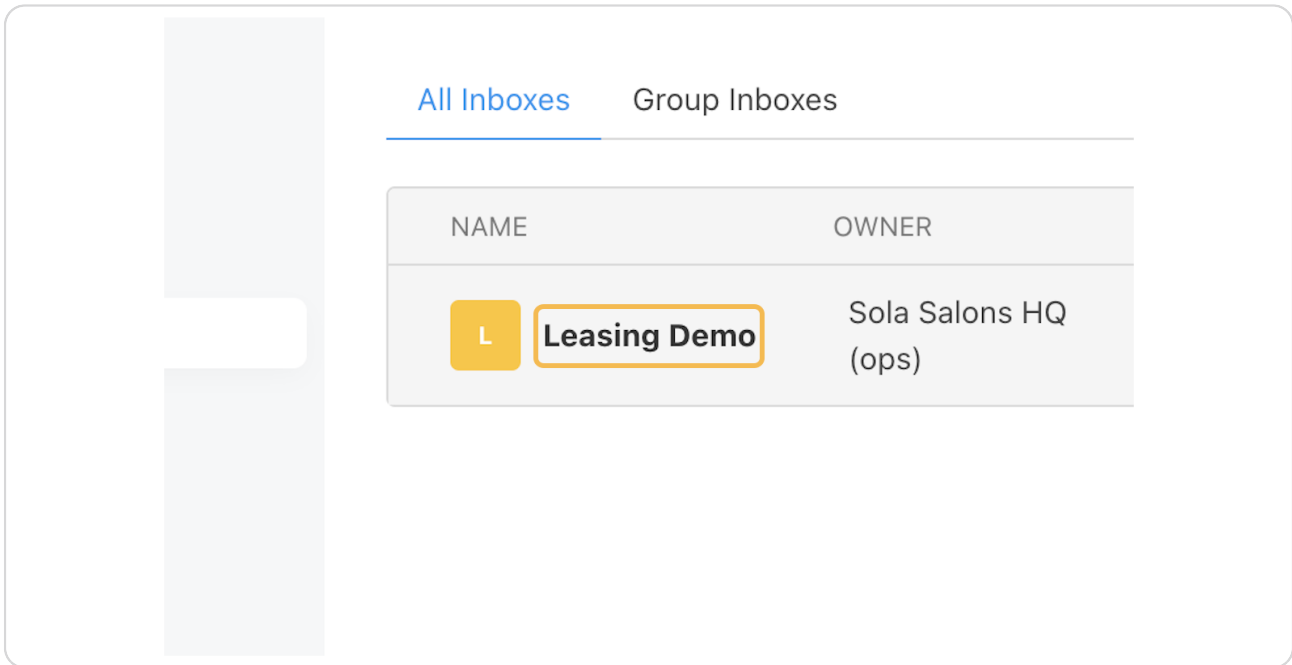
## STEP 3

### Click on Inboxes




#### STEP 4

Click on the Inbox you'd like to set up Business Hours for

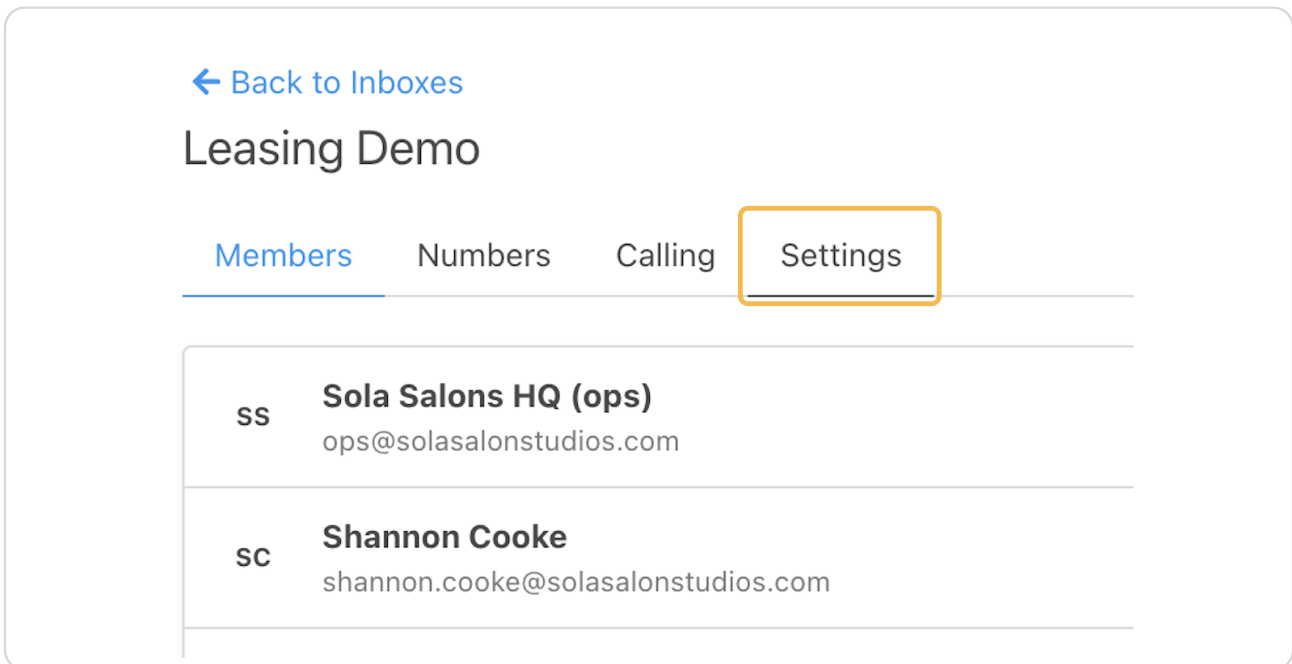


The screenshot shows a web interface with a sidebar on the left and a main content area. The main content area has two tabs: 'All Inboxes' (selected) and 'Group Inboxes'. Below the tabs is a table with two columns: 'NAME' and 'OWNER'. There is one row in the table with a yellow square icon containing the letter 'L' next to the name 'Leasing Demo', and the owner is 'Sola Salons HQ (ops)'.

NAME	OWNER
 <b>Leasing Demo</b>	Sola Salons HQ (ops)

#### STEP 5

Click on Settings



The screenshot shows the 'Leasing Demo' settings page. At the top, there is a link '← Back to Inboxes'. Below it is the title 'Leasing Demo'. There are four tabs: 'Members', 'Numbers', 'Calling', and 'Settings' (selected). Below the tabs is a list of members. The first member is 'Sola Salons HQ (ops)' with the email 'ops@solasalonstudios.com' and a small icon 'ss'. The second member is 'Shannon Cooke' with the email 'shannon.cooke@solasalonstudios.com' and a small icon 'sc'.

[← Back to Inboxes](#)

### Leasing Demo

[Members](#) [Numbers](#) [Calling](#) [Settings](#)

ss	<b>Sola Salons HQ (ops)</b> ops@solasalonstudios.com
sc	<b>Shannon Cooke</b> shannon.cooke@solasalonstudios.com

## STEP 6

### Scroll until you get to the Business Hours section

Connect Salesmsg with HubSpot, automate follow-ups, and boost responses - step by step. [WATCH THE TRAINING NOW](#)

Salesmsg needs your permission to [enable desktop notifications](#).

**Settings**

- Workspace
- General
- Members
- Inboxes
- Numbers
- Teams
- App Marketplace
- Compliance
- Plan & Billing
- Product
- Tags
- Custom Fields
- URL Shortener
- Website Chat Widget
- Quick links
- Media library

**Business Hours**

Using this form you can configure your Business Hours. Outside of the configured hours of operation, if a contact messages your number, we will automatically send them your Out of Office message.

**Status**  
Turn business hours on or off. ☒ On

**Timezone**  
The timezone your business operates in. UTC -06:00 Denver

**Business Days**  
The days of the week business hours should be used. Sun Mon Tue Wed Thu Fri Sat

**Business Hours**  
The hours your business is open each day.

Sun	Closed		
Mon	9:00am	to	9:00pm
Tue	9:00am	to	9:00pm
Wed	9:00am	to	9:00pm
Thu	9:00am	to	9:00pm

## STEP 7

### Click the Status toggle on to turn Business Hours On

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**Settings**

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Fri	9:00am	to	9:00pm
Sat	Closed		

**Out of Office Message**  
This message will be what is sent to

## STEP 8

### Choose your time zone and days you want to have Business Hours

Automatically send them your Out of Office message.

☒ On

UTC -06:00 Denver

Sun Mon Tue Wed Thu Fri Sat

Sun Closed

Mon 9:00am to 9:00pm

## STEP 9

### Update your Business Hours per day

**Business Days**  
The days of the week business hours should be used.

Sun Mon Tue Wed Thu Fri Sat

**Business Hours**  
The hours your business is open each day.

Sun Closed

Mon 9:00am to 9:00pm

Tue 9:00am to 9:00pm

Wed 9:00am to 9:00pm

Thu 9:00am to 9:00pm

Fri 9:00am to 9:00pm

Sat Closed

**Out of Office Message**  
This message will be what is sent to contacts outside of your business hours.

1 / 98

We are away. we will contact you during normal business hours.

## STEP 10

**Update your Message that will automatically be sent to the Contact if they contact you after Business Hours**

Fri 9:00am to 9:00pm

Sat Closed

1 / 98

We are away. we will contact you during normal business hours.

## STEP 11

**Click on Save Business Hours**

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Chat Widget

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**Out of Office Message**

This message will be what is sent to contacts outside of your business hours.

Save Business Hours

**Inbox Management**

To remove this inbox please contact [Customer Supp](#)

