

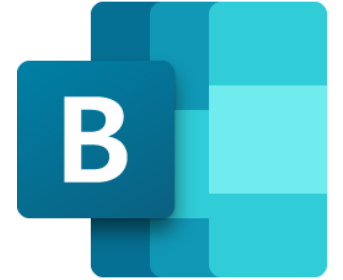
A QUICK GUIDE TO

Created by @miss_aird

MICROSOFT BOOKINGS

WHAT IS MICROSOFT BOOKINGS?

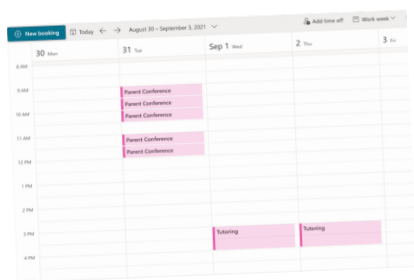
Microsoft Bookings is an appointment scheduling app that is part of the Microsoft 365 suite of tools. Microsoft Bookings makes scheduling and managing appointments simple with a web-based booking pages that integrate with Outlook to optimize your calendar which can allow you to create a booking page where colleagues, pupils, parents and more can schedule appointments.



CREATE BOOKING CALENDAR

To create booking calendars:

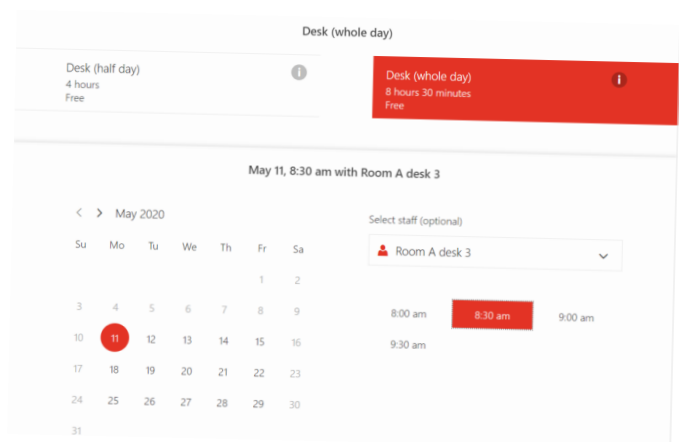
1. Visit book.ms
2. Sign in and select Get it now
3. Select Add a new booking calendar
4. Name the calendar and select business type
5. Add staff, resources, rooms that you want to be able to be booked.
6. Customise the booking page. This is the page that others will see to book appointments.



RESOURCE BOOKING

Bookings allows users the ability to not only to book staff members, but you can also book resources such as equipment or rooms.

To enable this feature, configure your precious resources, such as lab equipment, meeting rooms, and super computers as mailboxes on Exchange Online and add them to your Booking page as a regular staff member.



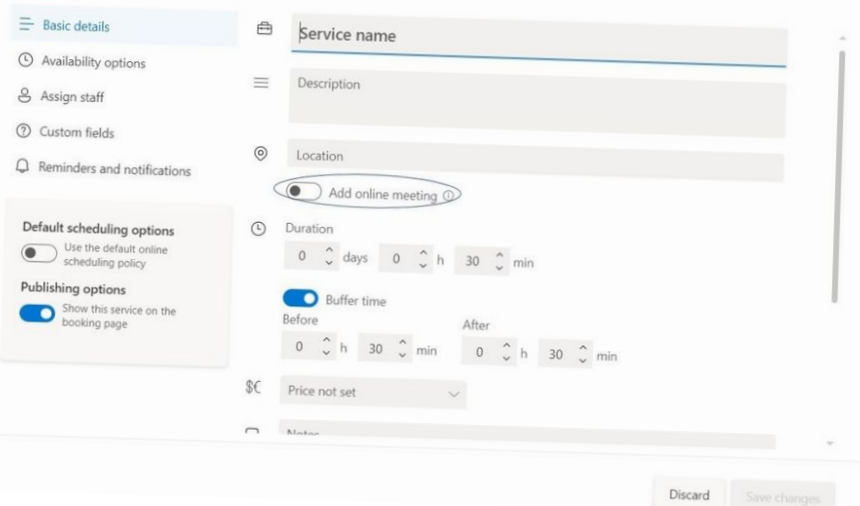
INTEGRATIONS

Microsoft Bookings integrates with other Microsoft applications including Microsoft Outlook Calendar, Microsoft Teams, and more.



Make your Microsoft Bookings meetings virtual with Microsoft Teams. Every appointment booked as an online meeting creates a meeting link that everyone can join virtually from anywhere. Bookings is also available as an app within Teams to help you create calendars, assign staff, schedule new appointments, and meet without ever leaving Teams.

Edit service



The 'Edit service' form includes sections for:

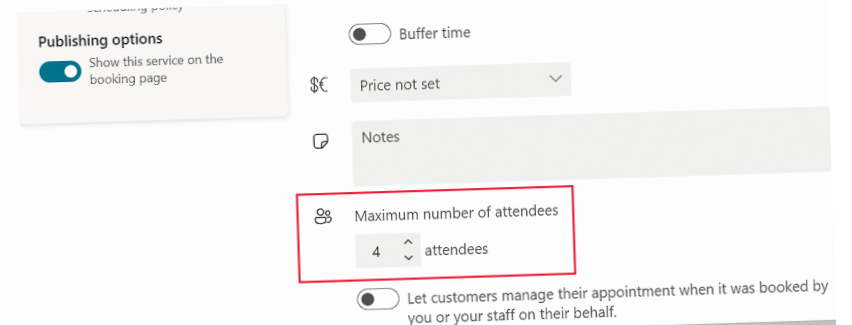
- Basic details:** Service name, Description, Location.
- Default scheduling options:** Use the default online scheduling policy (toggle).
- Publishing options:** Show this service on the booking page (toggle).
- Duration:** 0 days, 0 h, 30 min.
- Buffer time:** Before (0 h, 30 min) and After (0 h, 30 min).
- Price:** Price not set.

MULTI-SEAT EVENTS

You can allow multiple participants to book one meeting or event for the same time, either in person or digital events/meetings.

In order to create a multi-seat event, the **Maximum number of attendees** option must be edited upon creation of the event.

Add service



The 'Add service' form includes sections for:

- Publishing options:** Show this service on the booking page (toggle).
- Price:** Price not set.
- Notes:** Text input field.
- Maximum number of attendees:** 4 attendees (highlighted with a red box).
- Let customers manage their appointment:** Let customers manage their appointment when it was booked by you or your staff on their behalf (toggle).