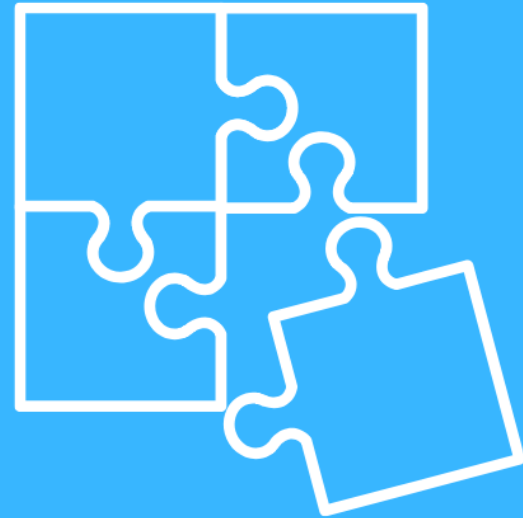


ENTERPRISE APPLICATIONS & SOLUTIONS INTEGRATION

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Microsoft Bookings: Reserving Desk Space

Today's session will cover:

- What is Microsoft Bookings?
- How do I access Microsoft Bookings?
- Bookings demo: desk space
- Setting up your Bookings page for desk space
- Questions



What is Microsoft Bookings?

- Microsoft Bookings is a scheduling tool that is designed to keep track of appointments and clients.
- A simple, customizable web-page lets your clients find available times and make reservations 24/7. Once an appointment is booked, your client will receive a confirmation email and calendar invitation.
- **Due to popular demand, Bookings is now available for all full-time staff and faculty members.** Students may be added as staff to Booking pages, but they cannot create a page of their own.



Accessing Microsoft Bookings

Bookings web app

- To get started, sign into **mail.utoronto.ca**, click on the **waffle** icon and select **Bookings** from the app launcher.
- Choose **Get it now** on the Bookings page.
- Add your business information (e.g. Lash Miller Chemistry Labs) and you're ready to start using Bookings.

Bookings Teams add-in

- Go to the **Apps Store** button on the left side of Teams. Search for **Bookings**, select it, and hit **Add**.
- **If you do not see Bookings in your list of apps log a ticket in the IT Service Centre at uoft.me/esc.**



Microsoft Bookings

Online scheduling
for your customers

Get it now

Welcome to setup

Tell us about your business

Business name

Business type

No thanks

Continue

gs



Bookings in Action

- **Demo.**
- Using Bookings to manage desk space:
 - <https://outlook.office365.com/owa/calendar/Gf2a42dd772ef480782e31d97c7ff2663@utoronto.onmicrosoft.com/bookings/>

Bookings: Set-up cheat sheets

- Configuring Bookings for Room/Desk Reservations: <https://easi.its.utoronto.ca/wp-content/uploads/2020/07/Bookings-Instructions-Configuring-Bookings-for-Room-and-Desk-Reservations.pdf>
- Integrating Rooms/Desks with Shared Resources in Bookings: <https://easi.its.utoronto.ca/wp-content/uploads/2020/07/Bookings-Instructions-Integrating-Rooms-and-Desks-with-Shared-Resources.pdf>



Questions