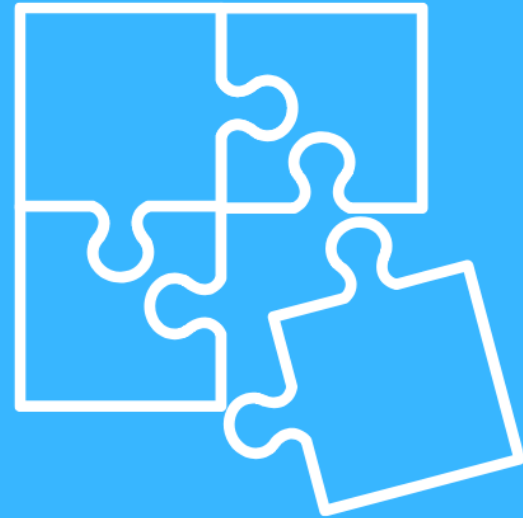


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Microsoft Bookings: Office Hour and Writing Centre Appointments

Today's session will cover:

- What is Microsoft Bookings?
- How do I access Microsoft Bookings?
- Bookings demo: office hours
- Setting up your Bookings page for office hours
- 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

Bookings in Action

- **Demo.**
- A typical Bookings use case: using Bookings to schedule office hours
 - <https://outlook.office365.com/owa/calendar/ENG220@utoronto.onmicrosoft.com/bookings/>

Bookings: Set-up cheat sheet

1. Launch Bookings.
2. Click '**Get it now**'.
3. Click '**Add a booking calendar**'.
4. Enter your business information.
5. Verify your business information by going to the **Business Information tab**. Is all your information correct?
6. Go to the **Staff tab** and add staff members. Ensure that each staff member has an up-to-date U of T email address and updated availability.

Bookings: Set-up cheat sheet

7. Click on the **Appointment type tab**. Add your first services. Remember to toggle the online meeting option on and customize your buffer times, capacity, confirmation emails and reminders. Assign staff members to the appointment type.
8. Repeat step 7 for as many services as you have.
9. Once you have updated the Appointment type tab, click on the **Booking Page tab**.
10. Decide who should have access to your Bookings page.
11. Verify your scheduling policy.
12. Customize your page.
13. Click **Publish** to launch your page. Click **Copy** to get your shareable page link.



Questions