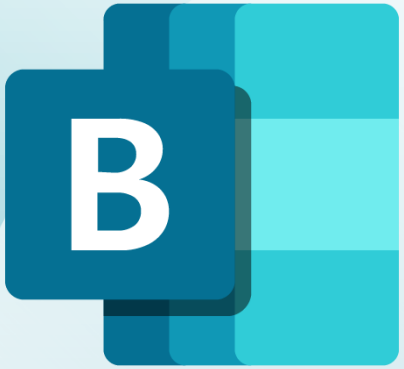
iT Champion



Microsoft Bookings

Simplifying Your Scheduling Chaos

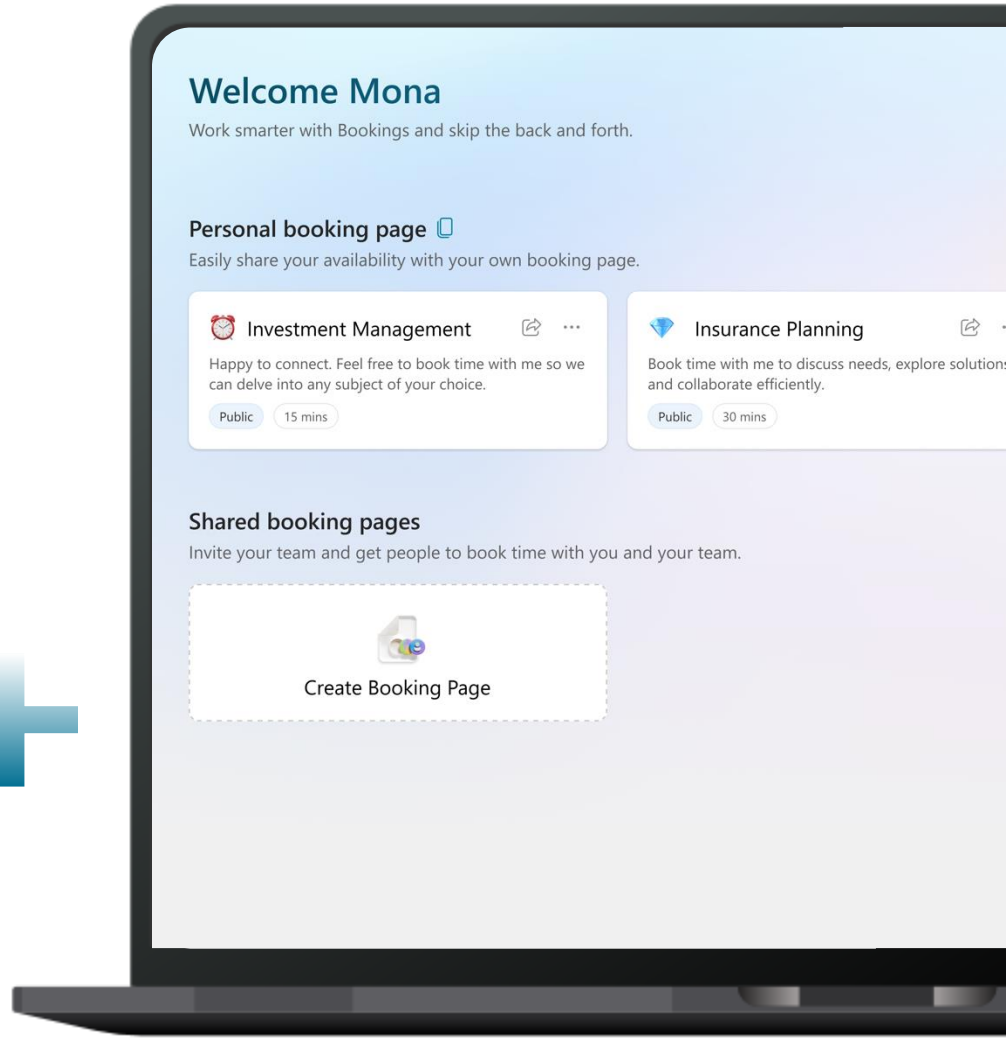
Microsoft Solutions Partner
Modern Work

Agenda

- What is Microsoft Bookings
- Setting up a Personal Bookings page
- Automating confirmations and reminders
- Best practices for scheduling
- Q&A

Microsoft Bookings is available in the following subscriptions:
Office 365: A3, A5, E1, E3, E5, F1, F3, G1, G3, and G5
Microsoft 365: A3, A5, E1, E3, E5, F1, F3, Business Basic, Business Standard, Business Premium, Teams Essentials, Teams Premium

Microsoft Bookings



Bookings can deliver

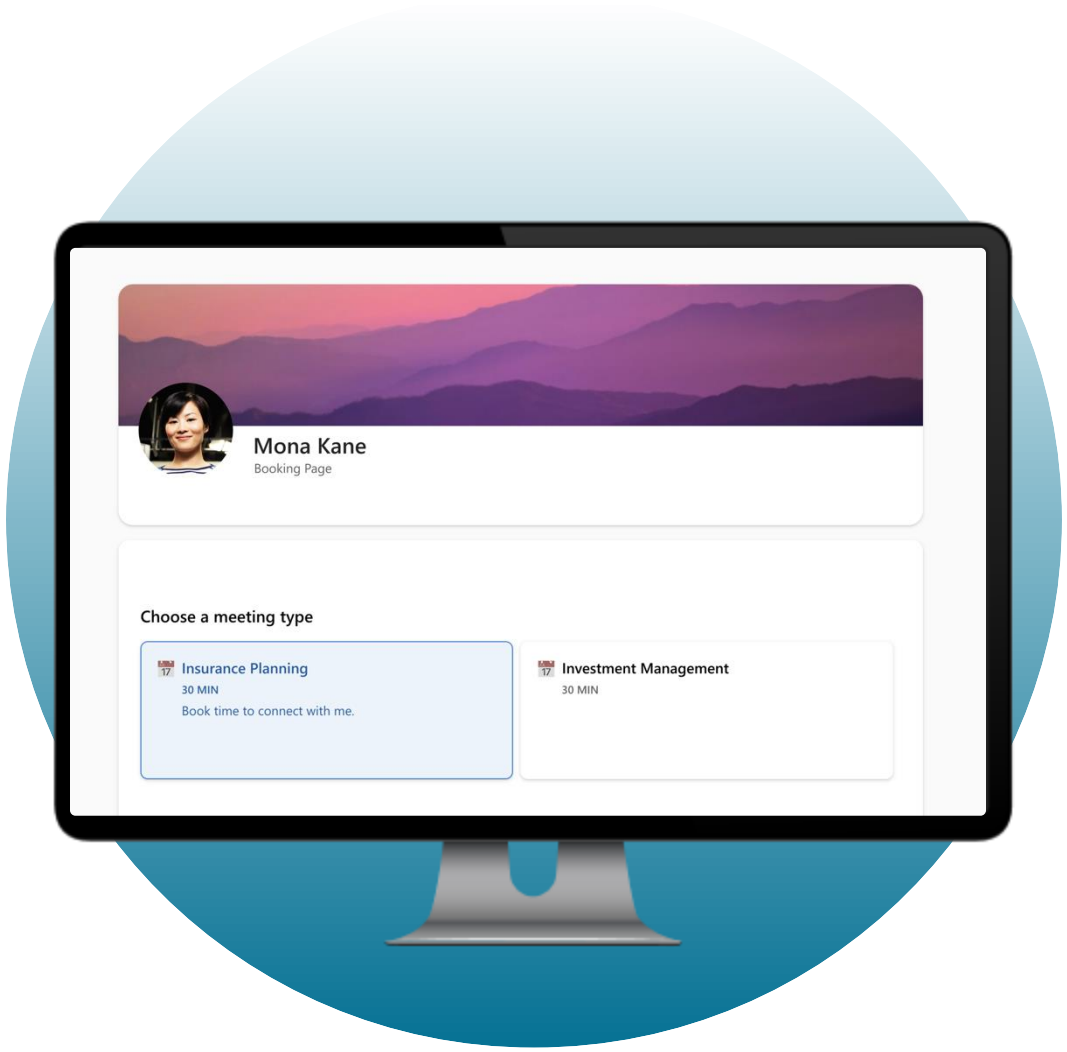
Client-facing booking page
Your customers book directly without contacting you

Automatic calendar integration
Links to your Outlook calendar in real-time

Smart conflict prevention
Avoid double bookings

Automated communications
Confirmations, reminders, and follow-ups
can be sent automatically

Professional appearance
A branded booking experience that reflects your business



Personal Bookings

Personal bookings allow you to manage your meeting timeslots, enabling you to easily configure and share your availability with customers, clients, or colleagues.

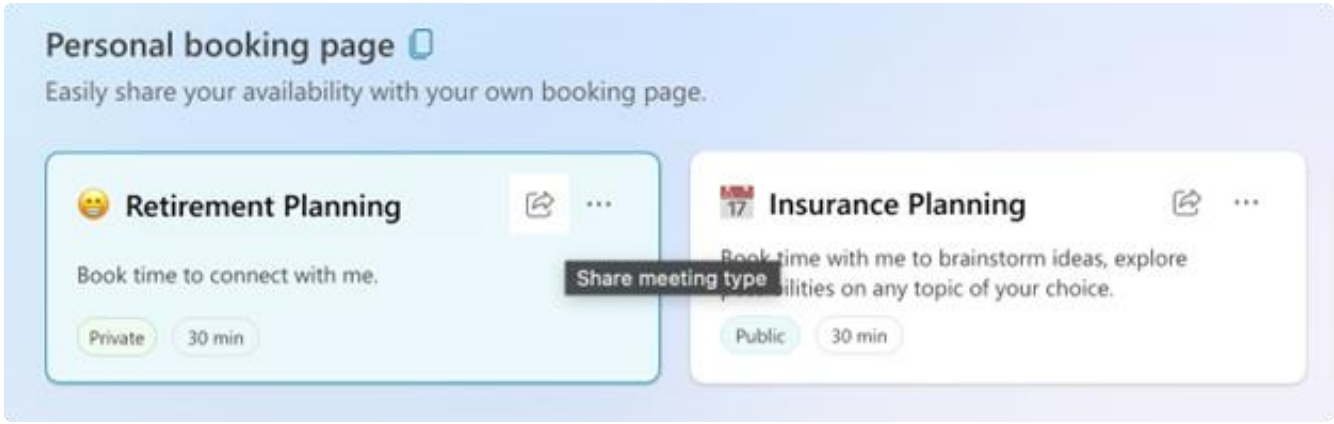
Meeting types

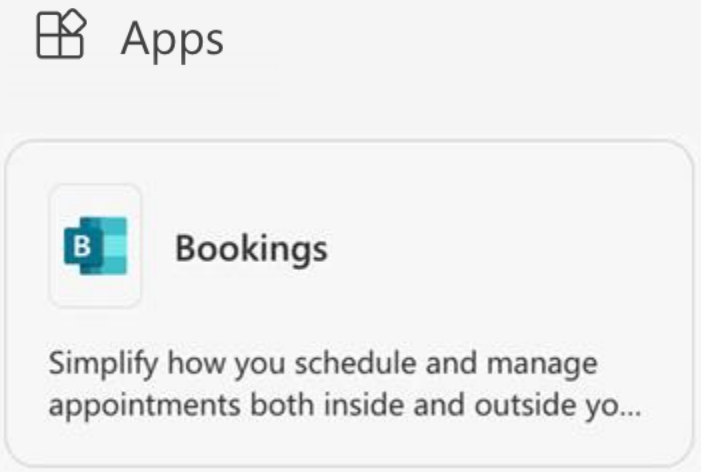
Public meetings

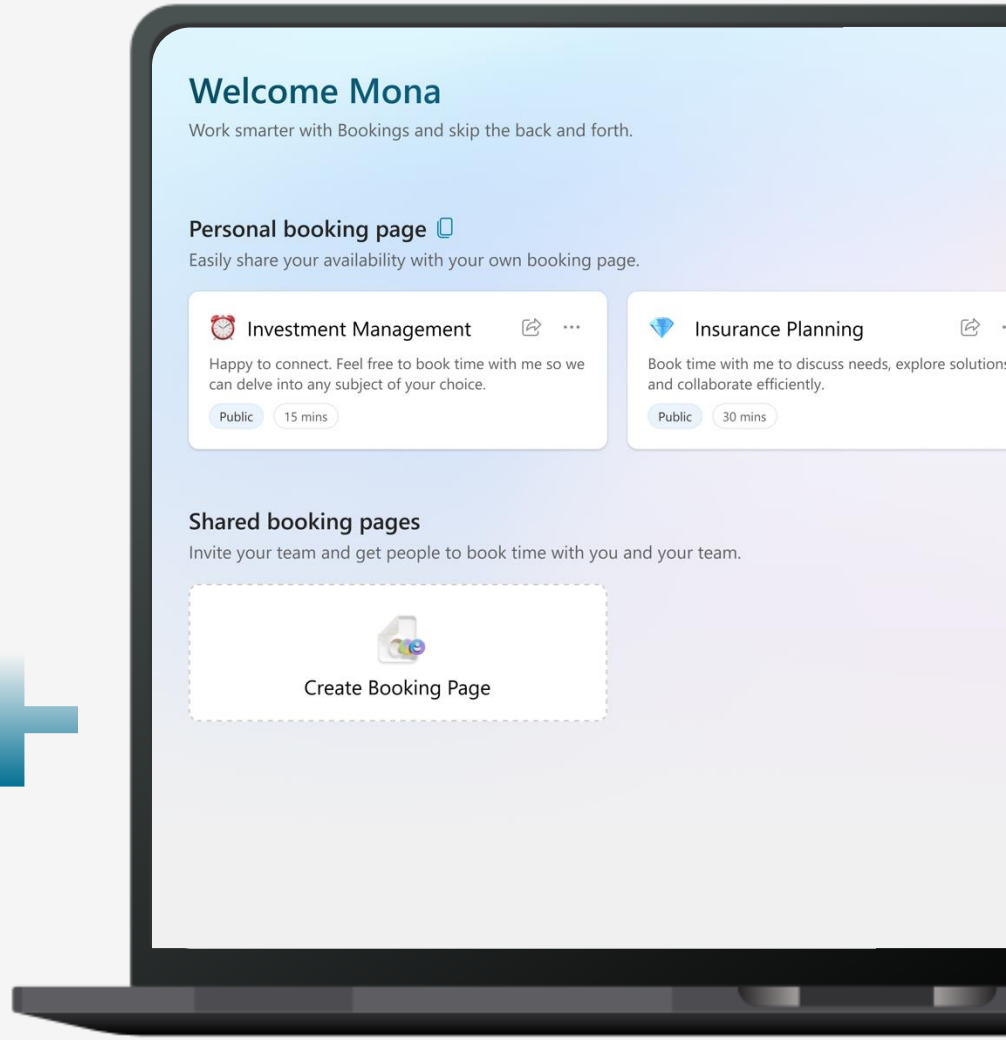
A meeting type set as public appears on your personal booking page.

Private meetings

A meeting type set as private will not appear on your personal booking page. To share this specific meeting type, you must share the link directly with the desired recipients.

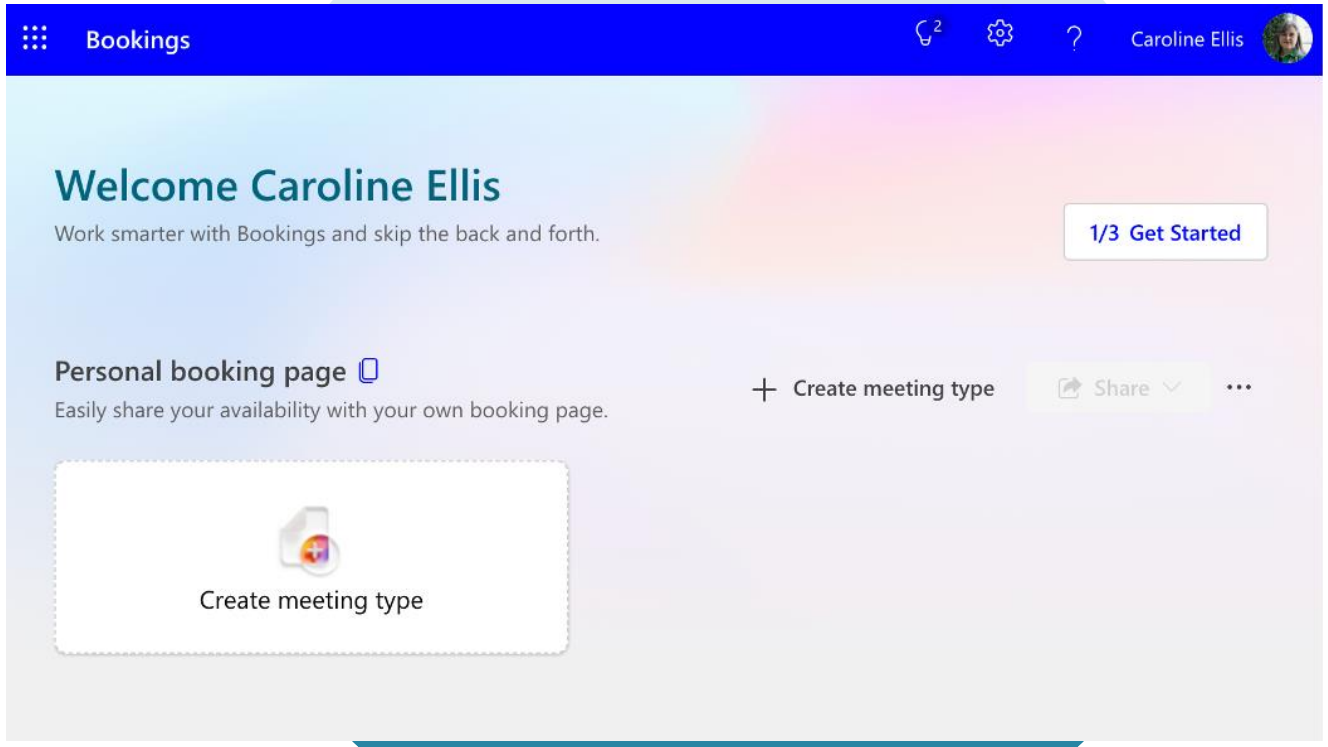






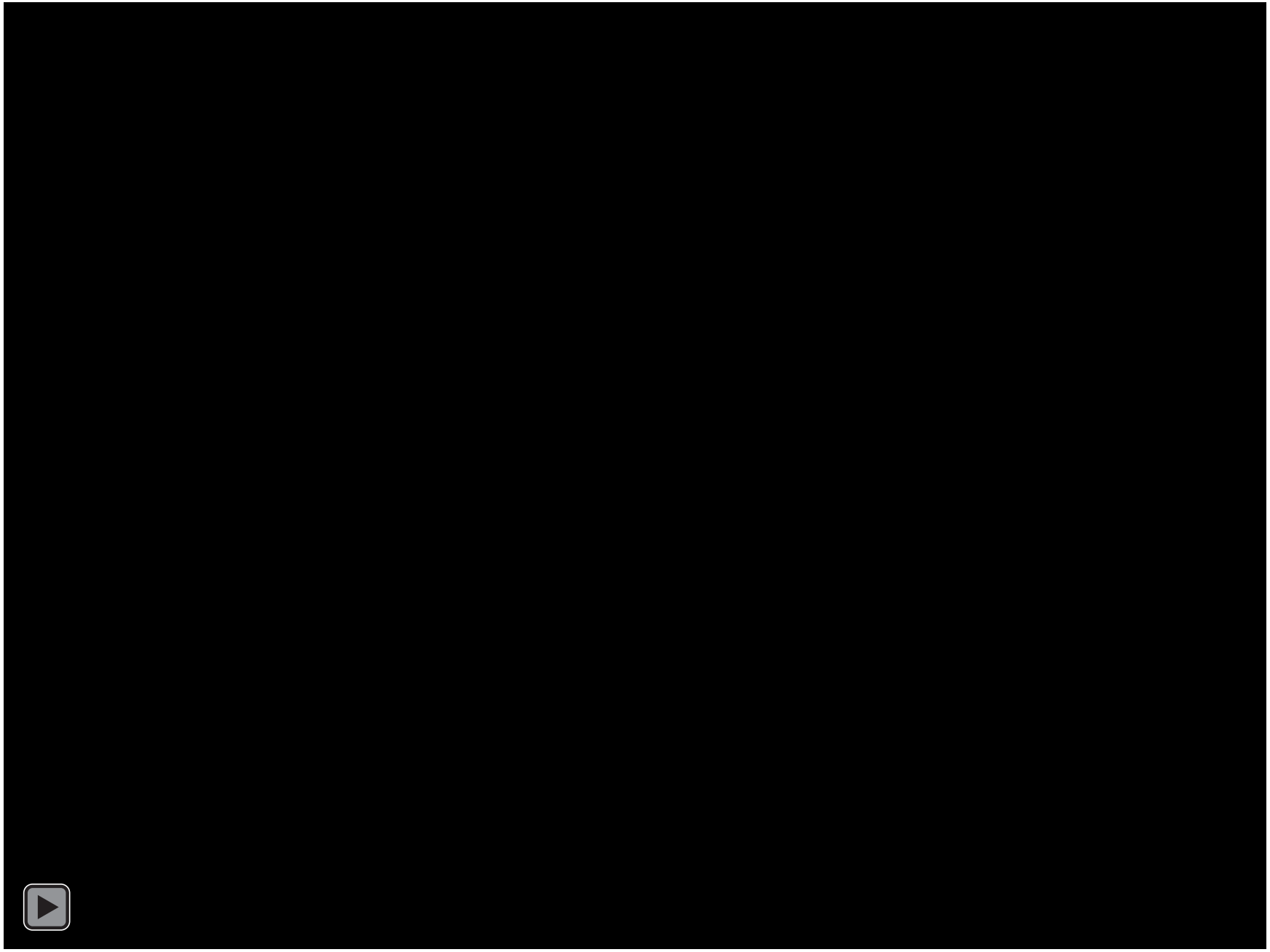
Setting up a Bookings Page

If this is your first time, you may see a welcome screen - click 'Get started'



Demonstration

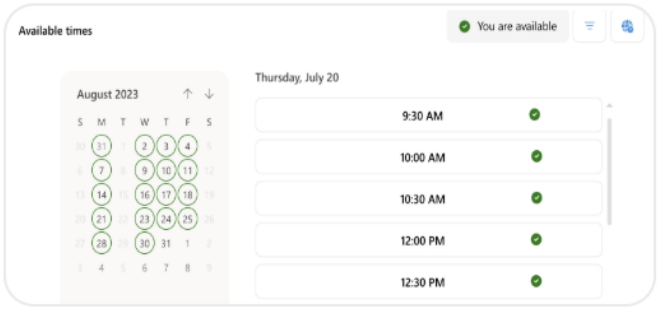
Set up a Personal Booking page



Get started with Bookings

1 Preview your booking page

Try scheduling a meeting with yourself to edit and preview the experience people will see!



Try it

2 Customise the meeting type

Set up a meeting that fits your choice.

30 minutes meeting

Book time with me to discuss needs, explore solutions and collaborate efficiently.

30 mins | Public

Try it

Share your booking page

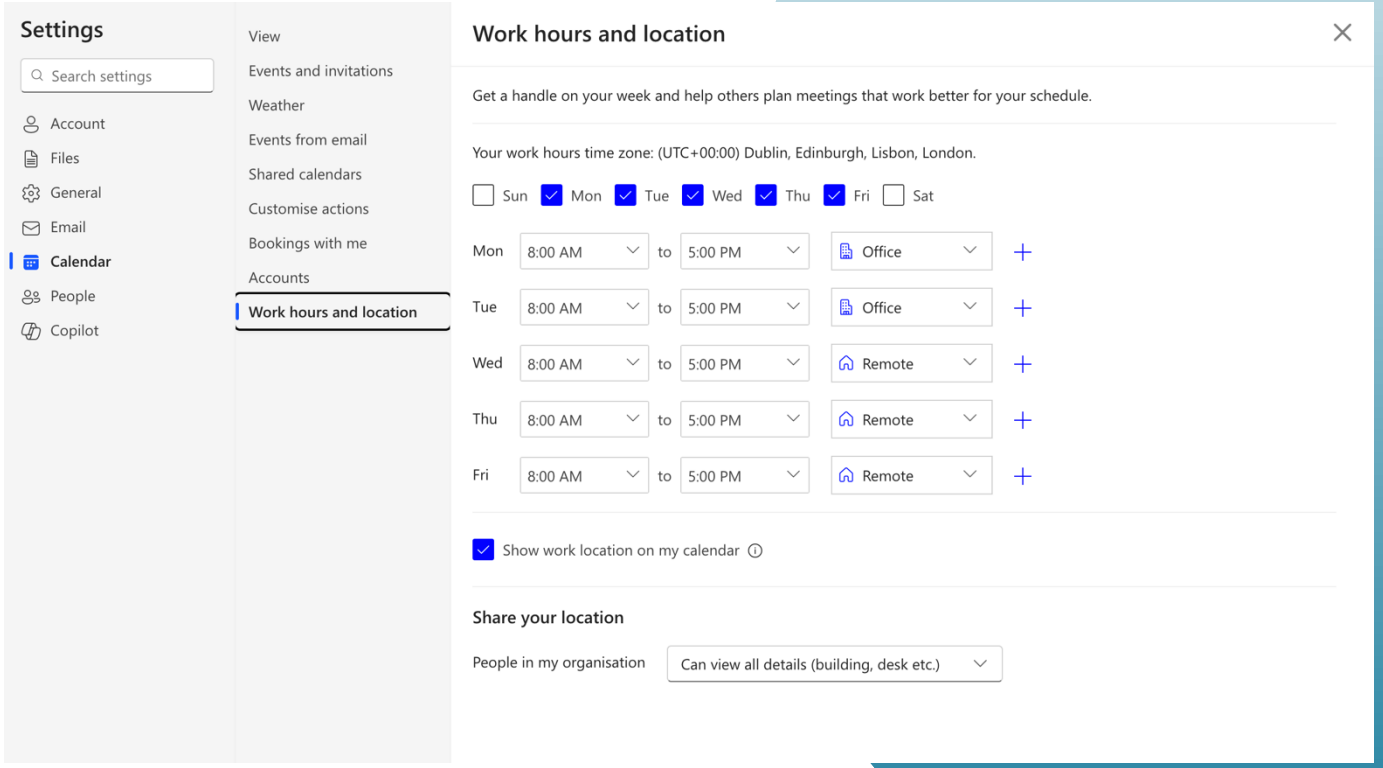
Share your booking page and get people to book time with you.

Share booking page

Work hours and location

Bookings uses your work hours and location settings in Outlook.

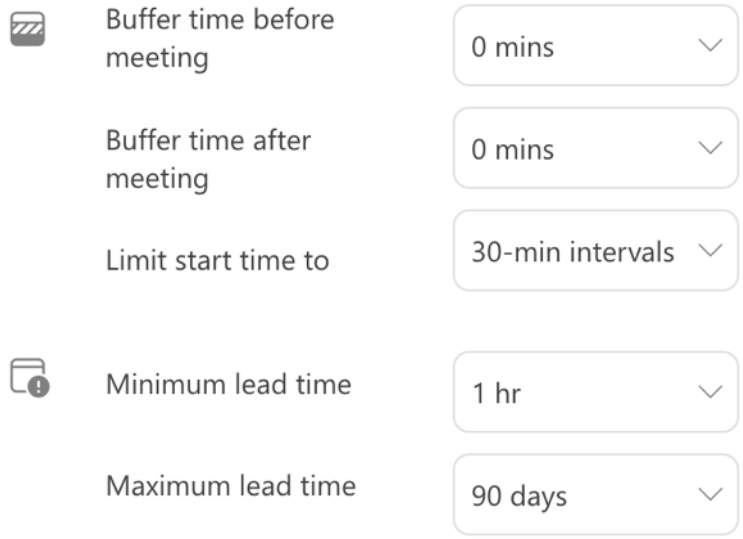
You can amend these by opening Outlook, clicking on the cog icon and selecting Calendar > Work hours and location



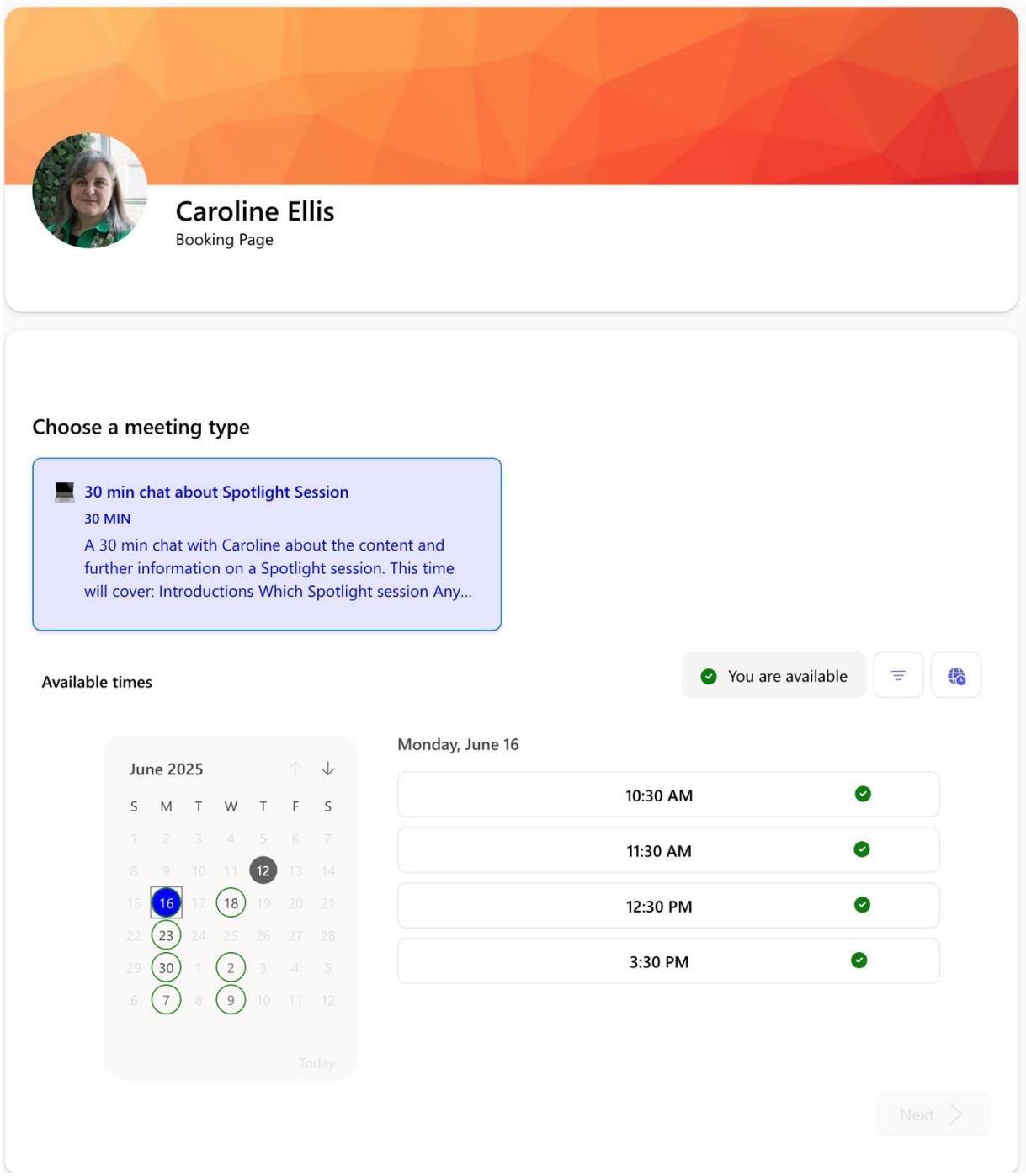
Buffer time

Allocate some preparation time for yourself prior to the meeting. Include time for note-taking and administrative tasks before your subsequent meeting.

You can also establish a minimum and maximum lead time for new meetings being added to your calendar.



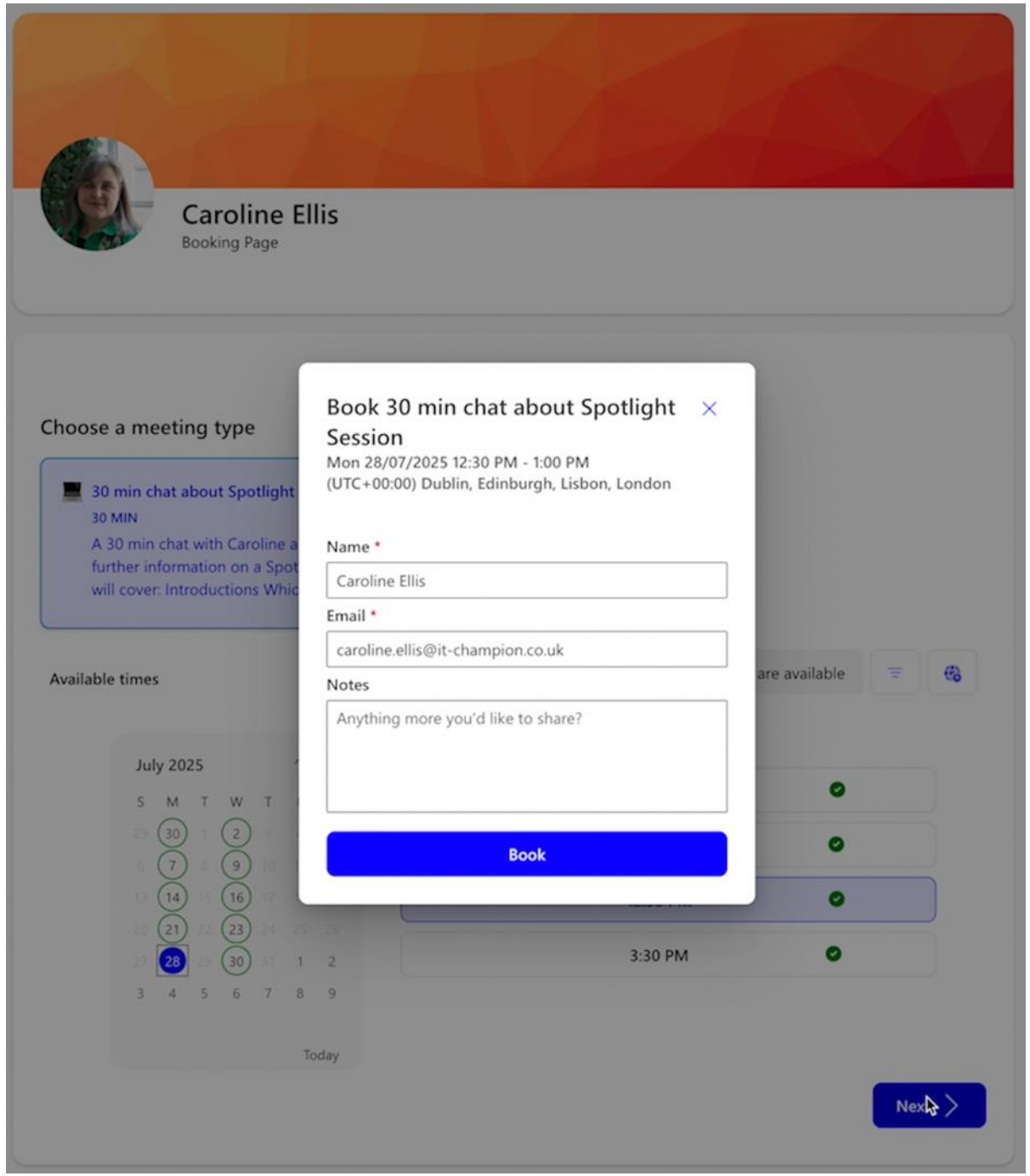




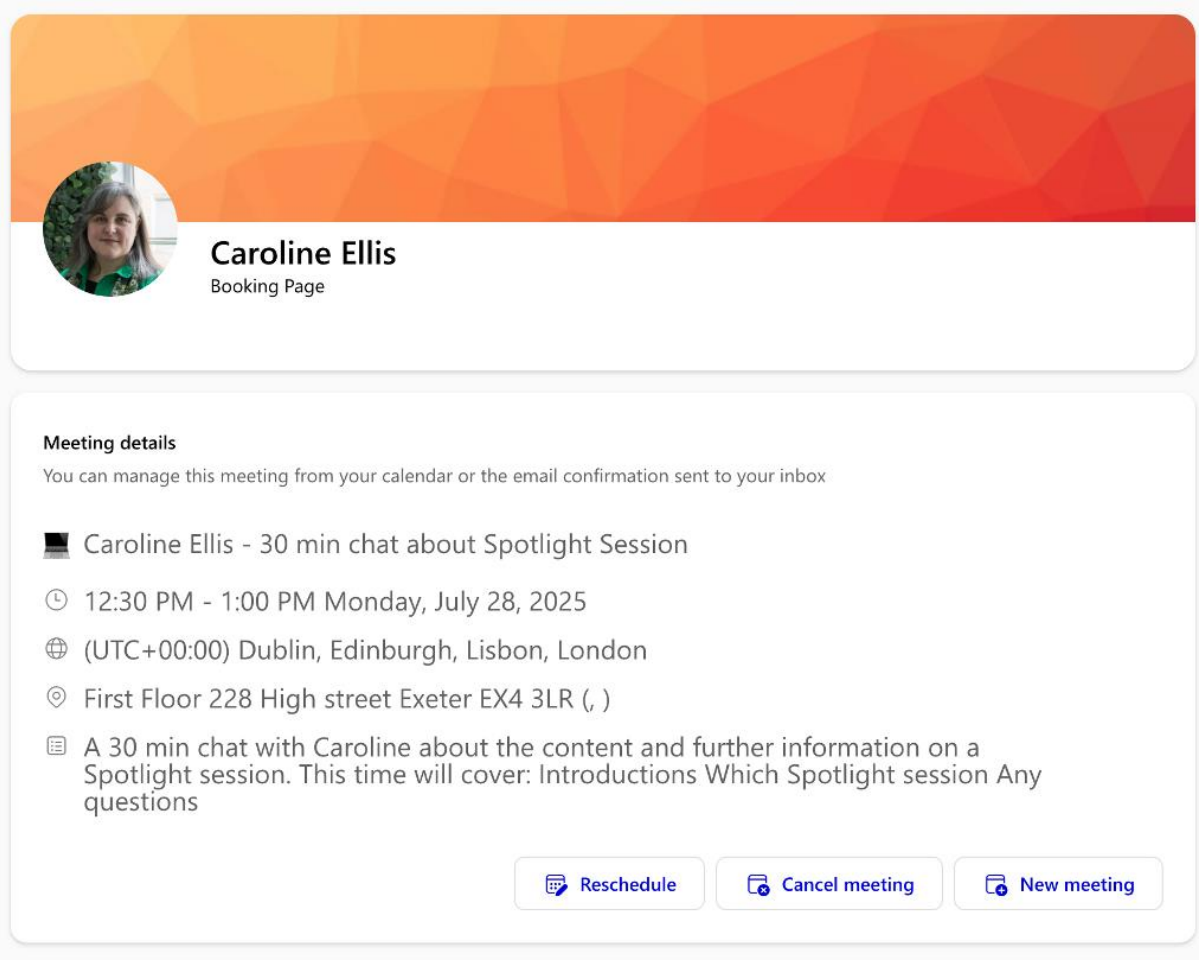
Booking page

Load the link to the Personal Booking page in a new tab. As you only have one Public meeting type this is what will show on your Booking Page.

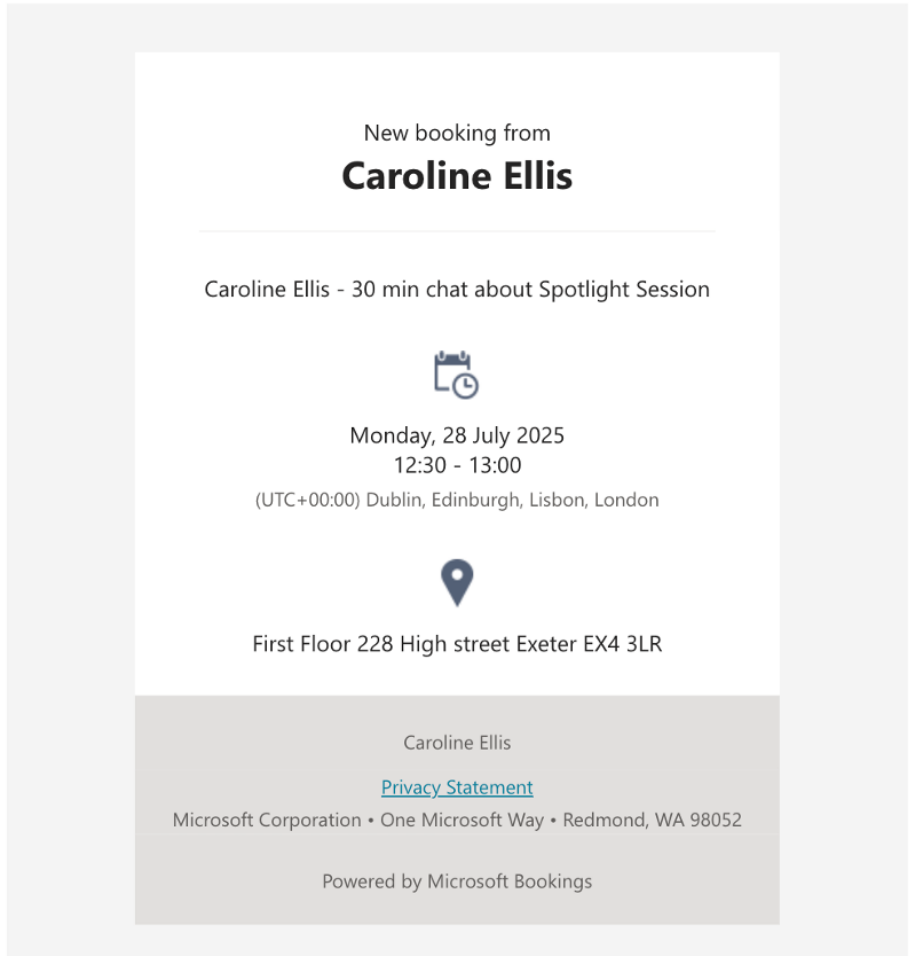
The calendar shows available times.



Once a time has been selected and the Next button clicked a pop up is displayed where the attendee can type any notes to you about the meeting.

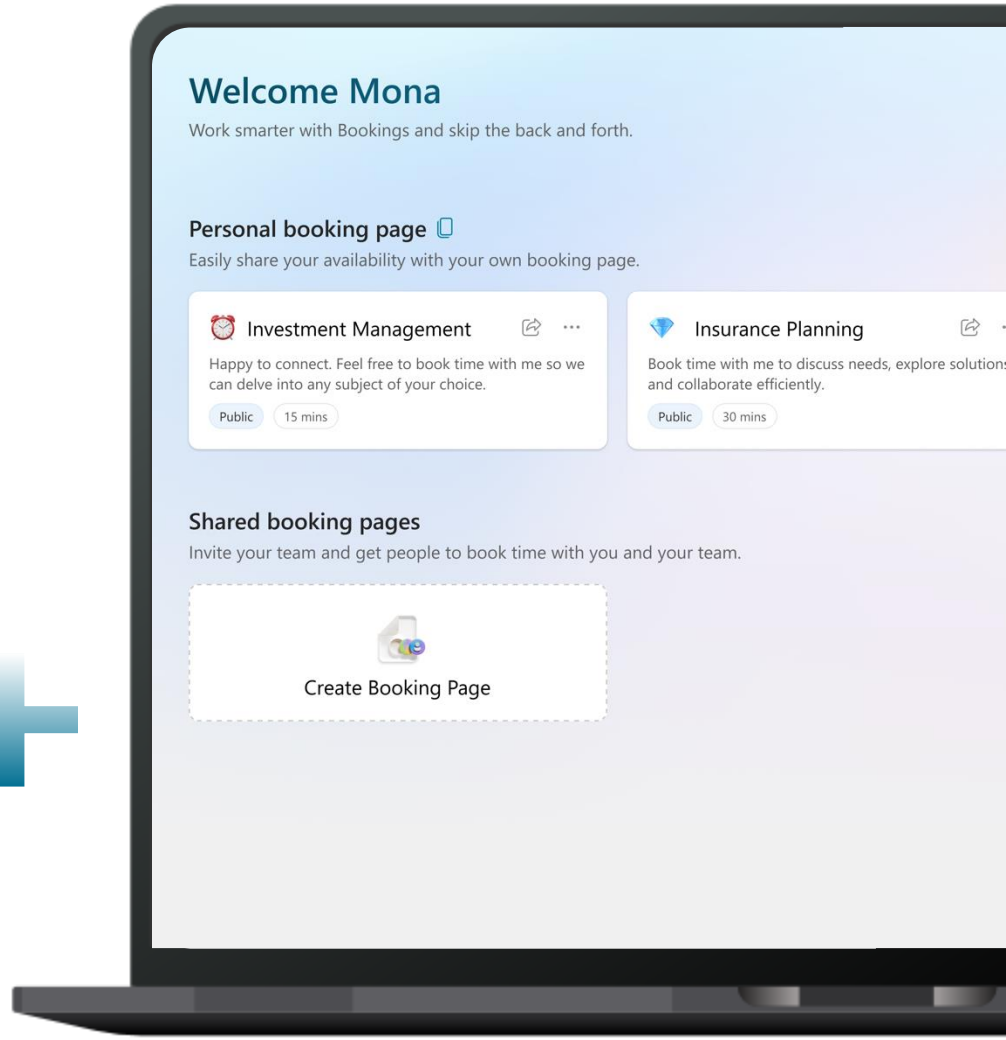


When the Book button is pressed the attendee gets redirected this meeting details page where the can reschedule, cancel or book a new meeting.



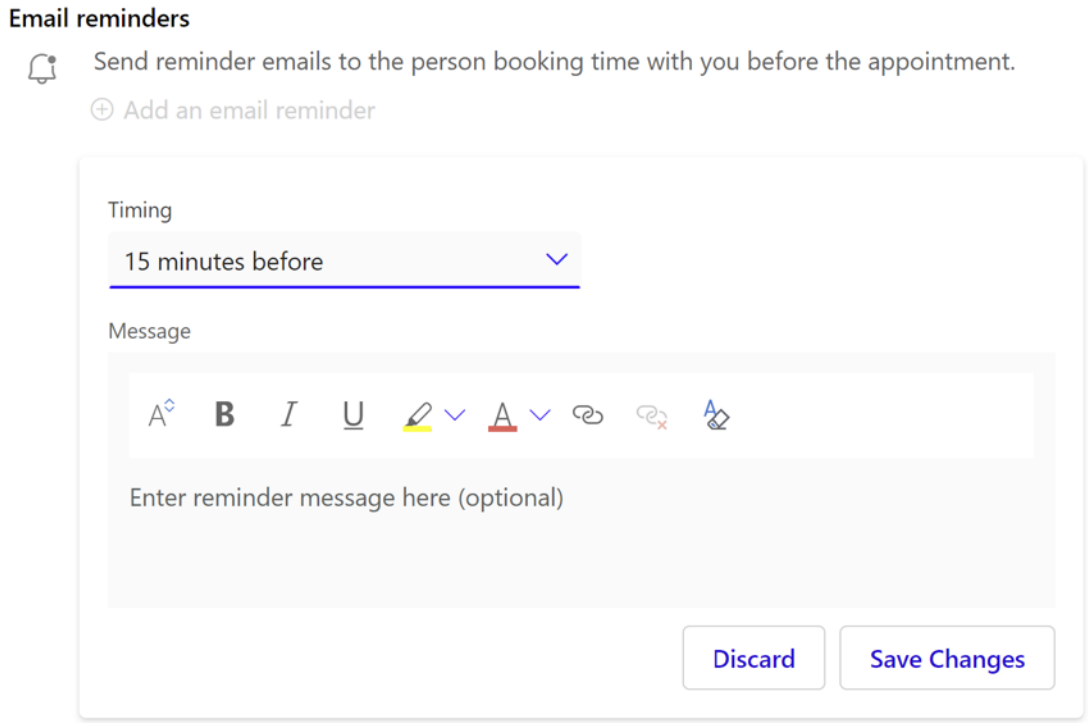
In your Outlook inbox there will be a New Booking email that will look like this one.

Auto confirmations and reminders

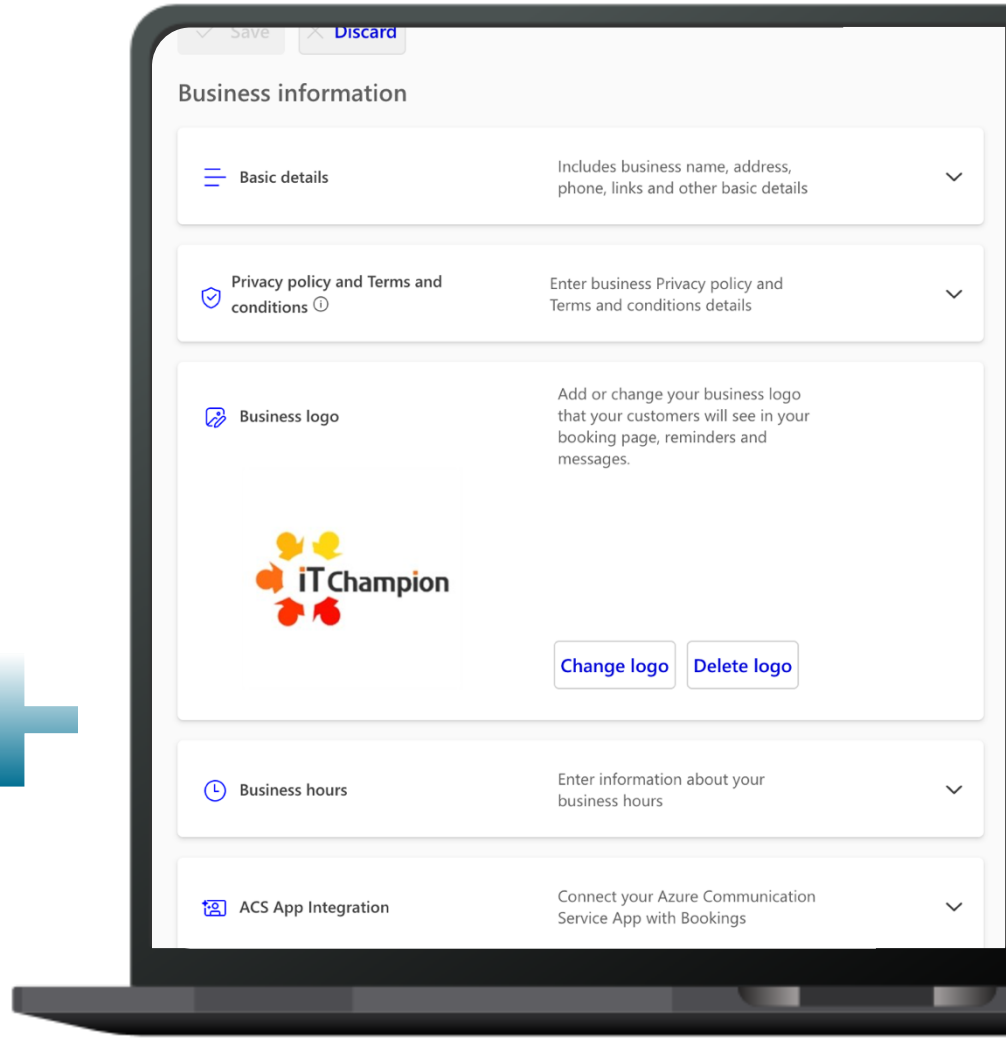


One of Bookings' superpowers is automated communication.

- **Booking confirmations** (sent immediately when someone books)
- **Reminders** (sent before the appointment)
- **Cancellation notifications**



Basic business information



Adding basic business information

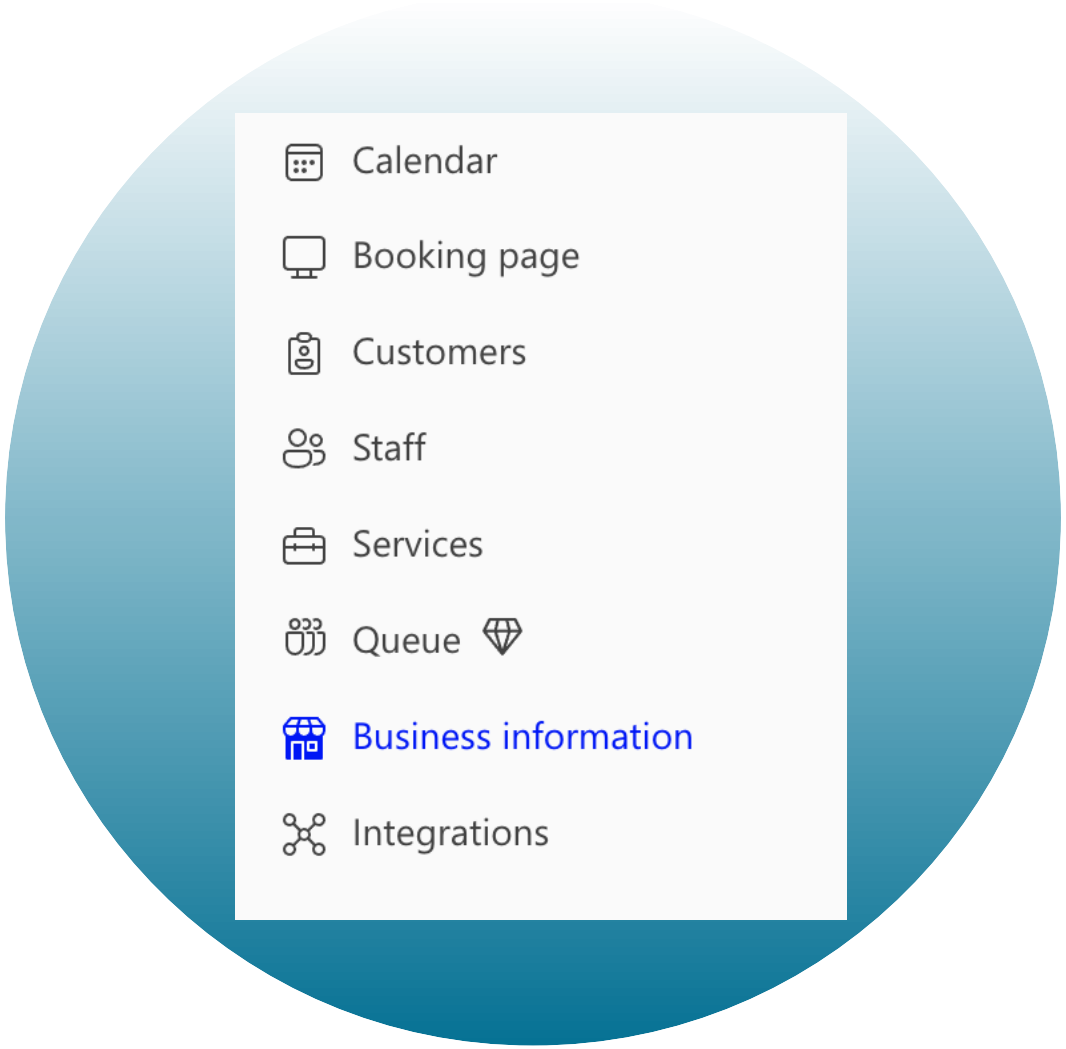
This information can be found when creating a shared booking page. See learning resources at the end of this document for more information.

Under **Business Information**, add your logo, business hours, and contact details. This info appears on your public booking page.

Here is where you can set up your business details:

- **Business name**: Use your actual business name (this appears on your booking page)
- **Business type**: Select the most appropriate category
  Contact information: Add your business address and phone number
- **Business hours**: Set your standard operating hours . These become your default availability. You can always override these for specific services
- **Add Staff**: Go to Staff, click Add staff, and assign roles (Viewer, Guest, Admin). You can also set their availability and services they provide.

Pro tip: Take time with your business hours - this sets the foundation for all your availability.



Save Discard

Business information

Basic details
Includes business name, address, phone, links and other basic details

Privacy policy and Terms and conditions
Enter business Privacy policy and Terms and conditions details

Business logo
Add or change your business logo that your customers will see in your booking page, reminders and messages.

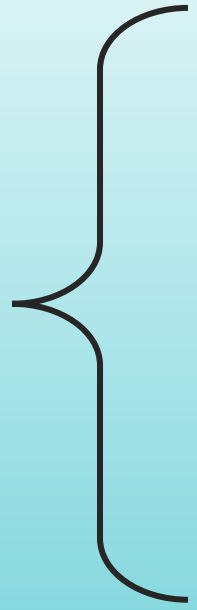


Change logo Delete logo

Business hours
Enter information about your business hours

ACS App Integration
Connect your Azure Communication Service App with Bookings

Scheduling Best Practices



Booking Structure

Availability Management

Professional Communication

Ideas to Bookings for internal appointments

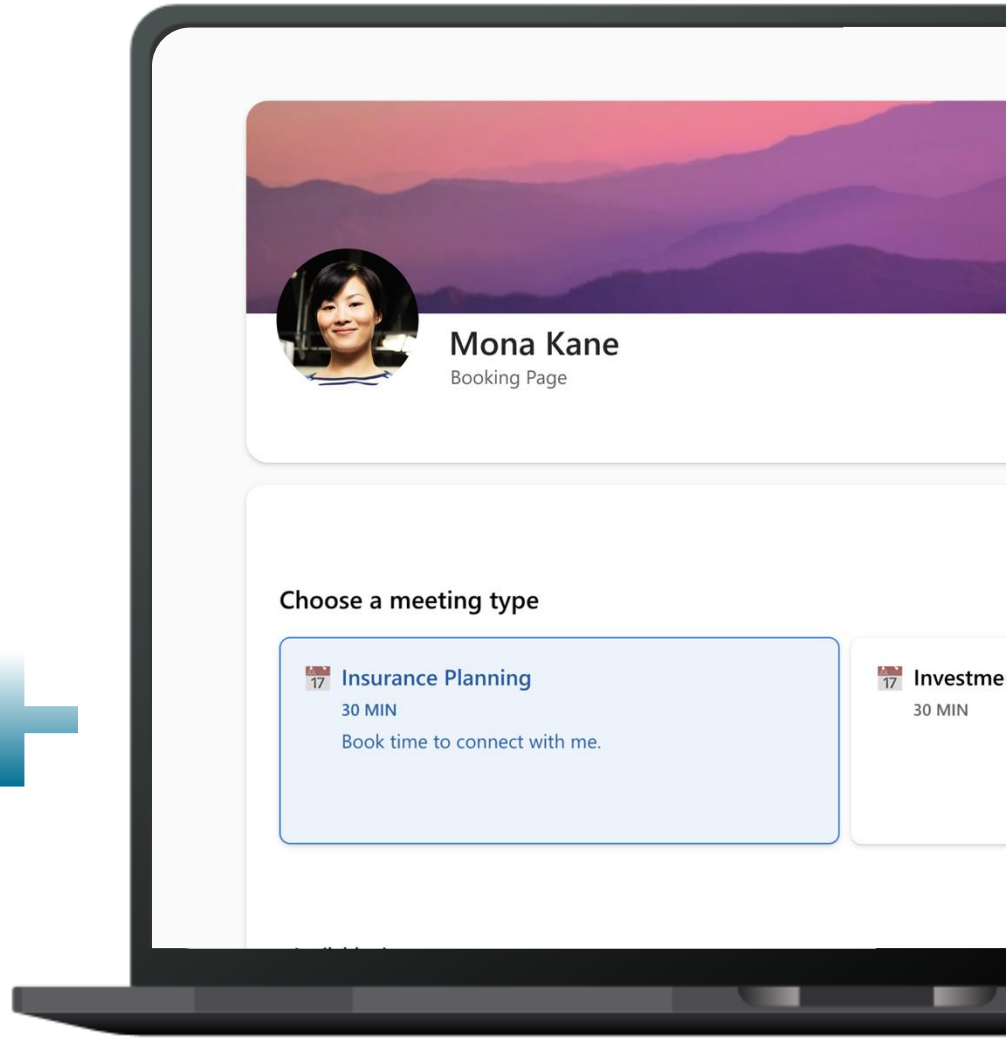
HR and Management

- One-to-ones with team members
- Performance review scheduling
- Training session bookings
- Equipment or room reservations

Departments and Teams

- IT support appointments
- Design consultations
- Project kick-off meetings
- Knowledge sharing sessions

Learning resources



Useful links to expert resources

Microsoft Learn

Microsoft Bookings

Create a new meeting type in Bookings

Set up your shared booking page in Microsoft Bookings

Example Booking pages from Microsoft

VanArsdel, Ltd. Financial Planning, three meeting types

Contoso Healthcare, three meeting types

Experts on YouTube

Jonathan Edwards: Microsoft Bookings Tutorial; Everything You Need to Know

Thank you

Next Spotlight Session: Stream

Wednesday 9 July at 3.00 pm