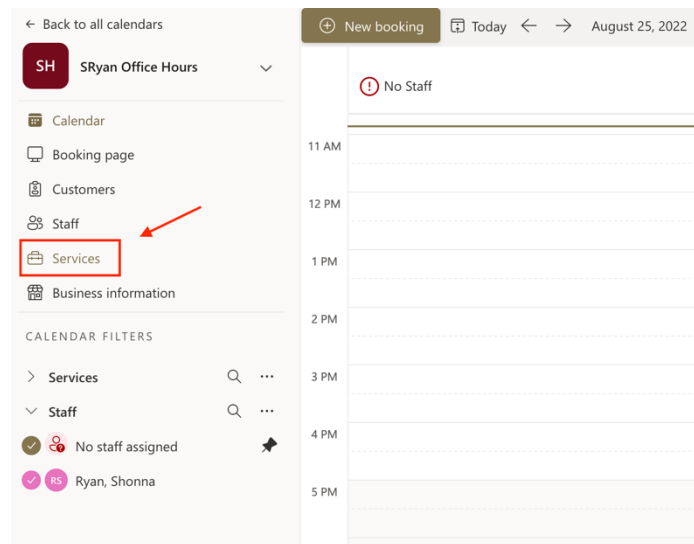
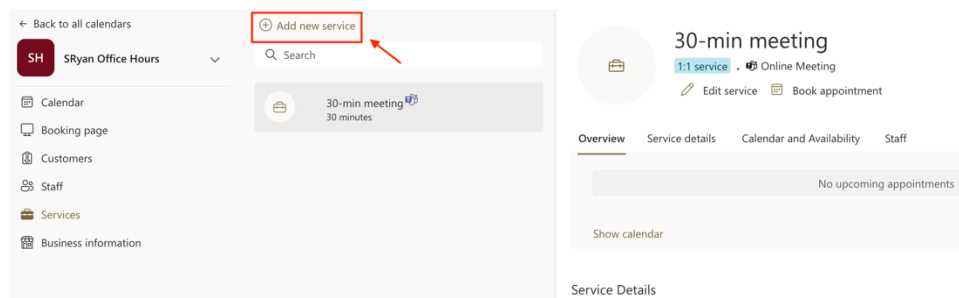


Using Microsoft Bookings for Office Hours

1. Go to <https://outlook.office.com/bookings/homepage>. If you're new to Bookings, it should automatically open to the newest version of the tool. If you have used Bookings before, you may need to toggle on "Try the New Bookings" (top right-hand corner of the screen).
2. Click **Create New Calendar**.
3. Give the calendar a name and click **Next**.
4. If you would like to have other staff members collaborate on the calendar with you, add them on the "Invite Staff" page. Otherwise, click **Next**.
5. On the "Set up a service" page, you can create services (i.e. specific office hour slots or meeting types). However, it is easier to customize these services later on, so you can just click **Next**.
6. On the "Choose who can book appointments" page, it is likely best to select "People in my organization" (unless you will need users from outside of PC to book appointments, in which case, choose "Anyone"). Click **Create Calendar**.
7. Now that the calendar has been created, you can add "Services", which allows you to set up specific appointment times for sign up. Click the **Services** button in the left-hand menu.



8. Click **Add new service**.



9. In the “Basic details” tab, you can add:

- Service name
- Location of where the meeting will be held (or Zoom link)
- Set buffer time (if you want to have breaks between meetings)
- The number of attendees who can sign up (1:1 versus group meetings)
- You may also wish to toggle off “Default scheduling policy” so you can customize your hours

Add service

Basic details

Availability options

Assign staff

Custom fields

Notifications

Default scheduling policy

Default scheduling policy, availability, notifications and staff settings

Publishing options

Show this service on the booking page

Office Hours

Description

<https://providence.zoom.us/j>

Add online meeting

Duration

0 days 0 h 30 min

Buffer time

Before: 15 h 0 min After: 15 h 0 min

Price not set

Notes

Maximum number of attendees

1 attendees

Discard Save changes

10. Open the “Availability options” tab. Here you can set:

- Time increments (how long you want the meeting sessions to take place for)
- Minimum and maximum lead time (this is useful to ensuring nobody signs up for a meeting last minute)
- Availability/Custom hours (it is recommended you select “Custom hours” from the drop down so you can customize your availability)

Add service

Basic details

Availability options

Assign staff

Custom fields

Notifications

Default scheduling policy

Default scheduling policy, availability, notifications and staff settings

Publishing options

Show this service on the booking page

Scheduling policy

Time increments

Show available times in increments of 30 minutes

Minimum lead time

Minimum lead time for bookings and cancellations 24 hrs

Maximum lead time

Maximum days a booking can be made advanced in 30 days

Availability

In general, a service can be booked while its staff are free. If you wish to customize this further, you can do so below.

General availability:

Custom hours (recurring weekly)

Monday 12:00 PM 4:00 PM

Tuesday Not bookable

Wednesday 10:00 AM 2:00 PM

Thursday Not bookable

Friday 8:00 AM 10:30 AM

Discard Save changes

11. Open the “Assign staff” tab. Bookings allows you to assign multiple staff members to a meeting so that the person signing up can choose who they wish to meet with. However, for the purposes of faculty office hours you will likely want to toggle OFF **Allow customers to choose a particular staff for booking** and just **select your own name**.

Add service

- Basic details
- Availability options
- Assign staff
- Custom fields
- Notifications

Assign staff to the service

☐ Allow customers to choose a particular staff for booking

Search for a staff member

RS Ryan, Shonna

Default scheduling policy

☐ Default scheduling policy, availability, notifications and staff settings

Publishing options

☐ Show this service on the booking page

12. Open the “Custom fields” tab. It is recommended that you require students to share their email when signing up, so that they will get an email notification after booking. Note that you can also create “Custom fields”, which is useful if you would like students to share a little information in advance about why they are meeting with you.

Add service

- Basic details
- Availability options
- Assign staff
- Custom fields
- Notifications

Customer information

☒ Customer email ☐ Required

☒ Phone number ☐ Required

☒ Customer address ☐ Required

☒ Customer notes ☐ Required

Custom fields

No custom fields selected.

13. Open the “Notifications” tab. By default, **Notify the business via email when a booking is created or changed** is selected. This is recommended so you will get an email when a student signs up for, or cancels, an appointment. You may also wish to select **Send a meeting invite to the customer, in addition to the confirmation email**. This will ensure that the meeting is added to the student’s Outlook calendar. Lastly, you will notice that you can create custom email reminders if you would like an email to go out prior to the meeting as a reminder to the student.

Add service

- Basic details
- Availability options
- Assign staff
- Custom fields
- Notifications

Text message notifications

☐ Enable text message notifications for your customer

Email confirmation

A confirmation email is sent to your customers and assigned staff immediately after an appointment is scheduled, updated or cancelled.

☒ Notify the business via email when a booking is created or changed

☐ Send a meeting invite to the customer, in addition to the confirmation email

Add additional information

Add additional information and links that your customers will receive in their email confirmation

Email reminders

Send reminder emails to your customers and staff (and optionally the business) before the appointment.

14. Click “Save Changes”.

Add service

Assign staff
Custom fields
Notifications

Default scheduling policy
Default scheduling policy, availability, notifications and staff settings

Publishing options
Show this service on the booking page

Email confirmation
A confirmation email is sent to your customers and assigned staff immediately after an appointment is scheduled, updated or cancelled.

Settings
☒ Notify the business via email when a booking is created or changed
☐ Send a meeting invite to the customer, in addition to the confirmation email

Add additional information

Email reminders
Send reminder emails to your customers and staff (and optionally the business) before the appointment.
Add an email reminder
Timing: 1 day before

Discard Save changes

15. The Service will now be added to your Bookings calendar for sign up. Note that you can add multiple Services if you wish to create different types of meetings. You can also delete Services. To access the share link for your new Bookings calendar, click **Booking Page**.

Back to all calendars

SH SRyan Office Hours

Calendar
Booking page
Customers
Staff
Services
Business information

Add new service

Search

Office Hours 30 minutes

30-min meeting 30 minutes

Delete

16. Click the **Copy icon** to copy the URL for the Bookings Calendar. You can now share this with students by email, embedding into the Syllabus, or adding within your Canvas content.

Back to all calendars

SH SRyan Office Hours

Calendar
Booking page
Customers
Staff
Services
Business information

Save Discard

Configure booking page

Available to people in your organization
People in your organization can book with an internal-only self-service page

Your booking page:
<https://outlook.office365.com/owa/ca...> Copy Email Embed

Manage your booking page