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.**

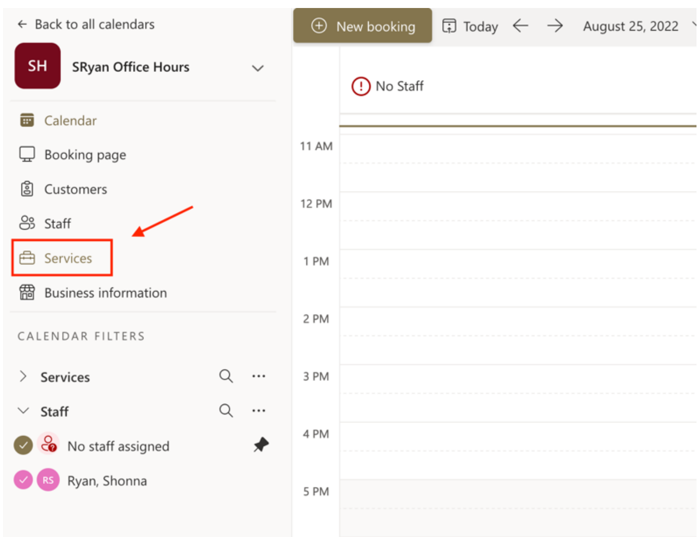
3. Give the calendar a name and click **Next**.

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**.

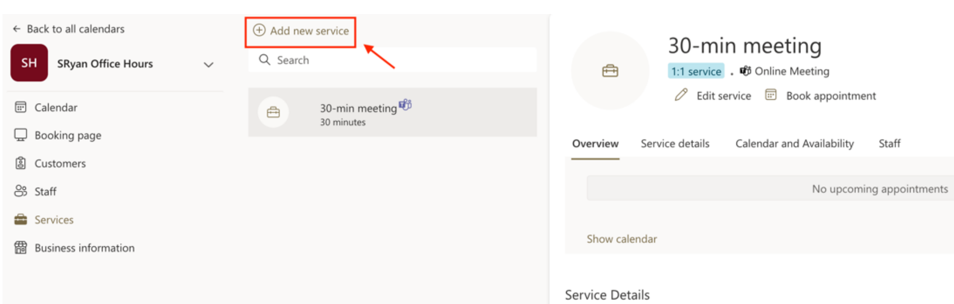
5. On the "Set up a service" page, you can create services (I.e. specific office hour slots or meeting types). However, it is easier to customize these services later on, so you can just click **Next**.

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.

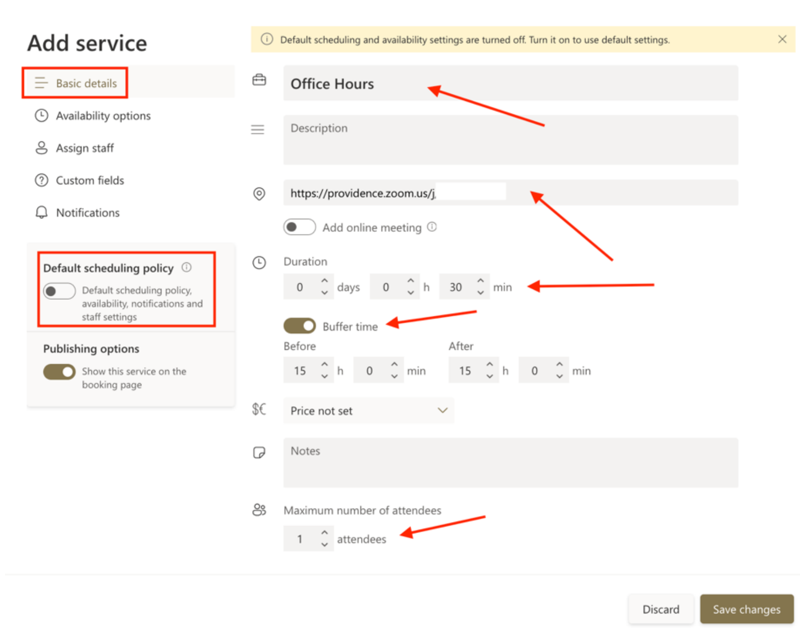


8. Click **Add new service**.



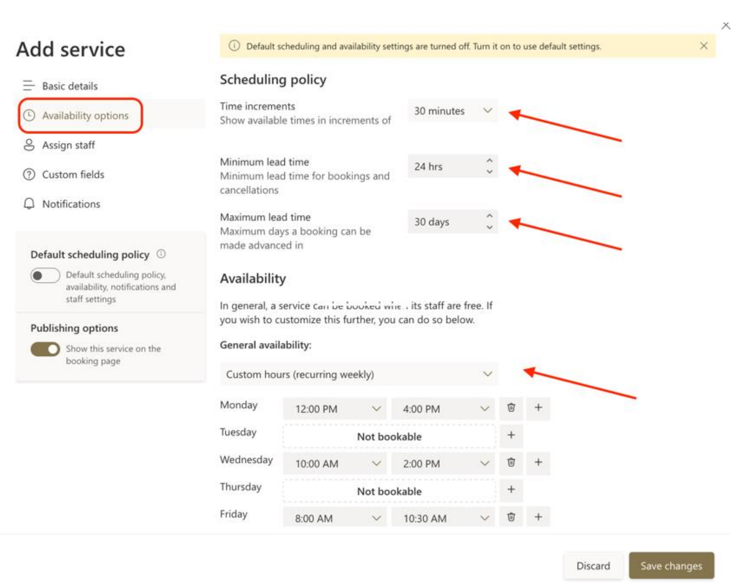
9. In the “Basic details” tab, you can add:

- 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

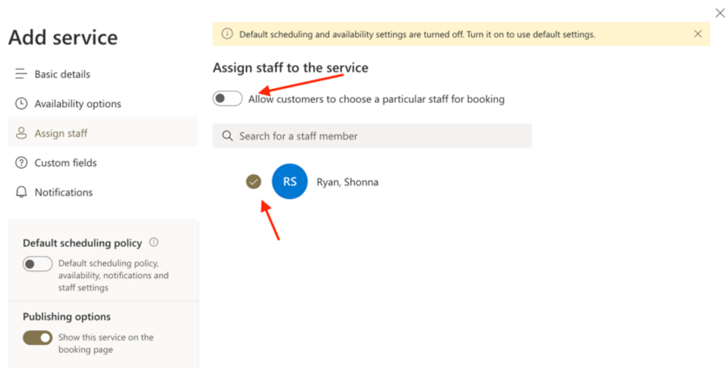


10. Open the “Availability options” tab. Here you can set:

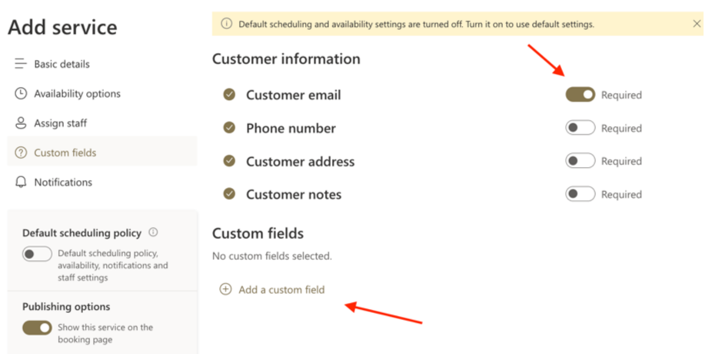
- Time increments (how long you want the meeting sessions to take place for)
- Minimum and maximum lead time (this is useful to ensuring nobody signs up for a meeting last minute)
- Availability/Custom hours (it is recommended you select “Custom hours” from the drop down so you can customize your availability)



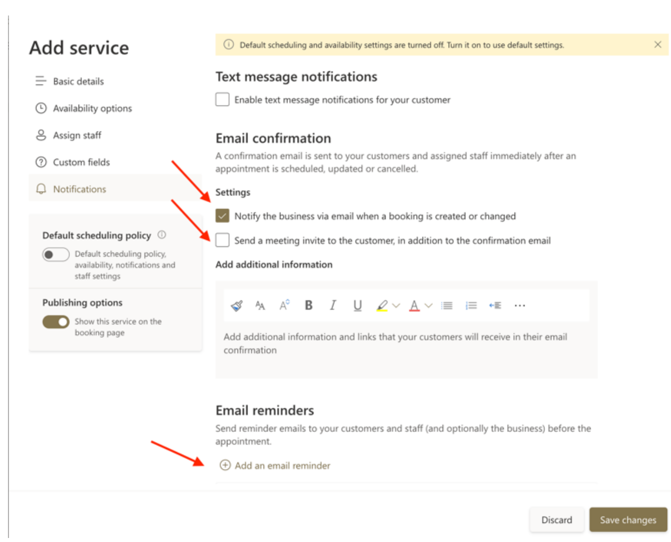
11. Open the “Assign staff” tab. Bookings allows you to assign multiple staff members to a meeting so that the person signing up can choose who they wish to meet with. However, for the purposes of faculty office hours you will likely want to toggle OFF **Allow customers to choose a particular staff for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



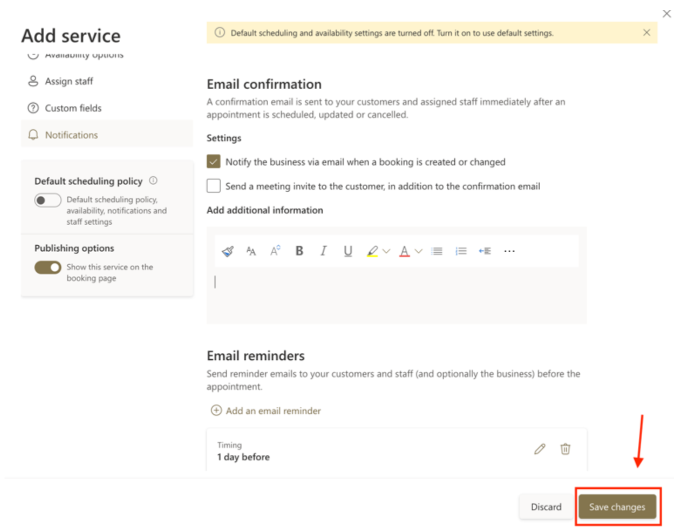
12. Open the “Custom fields” tab. It is recommended that you require students to share their email when signing up, so that they will get an email notification after booking. Note that you can also create “Custom fields”, which is useful if you would like students to share a little information in advance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



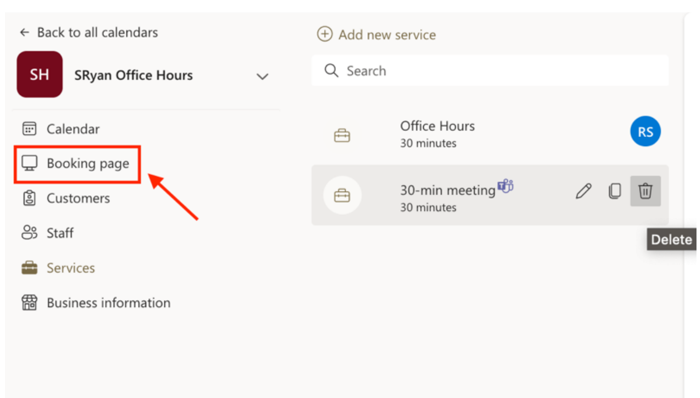
13. Open the “Notifications” tab. By default, N**otify the business via email when a booking is created or changed** is selected. This is recommended so you will get an email when a student signs up for, or cancels, an appointment. You may also wish to select **Send a meeting invite to the customer, 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.



14. Click “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**.



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.