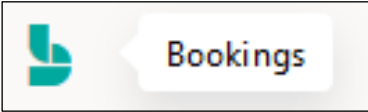
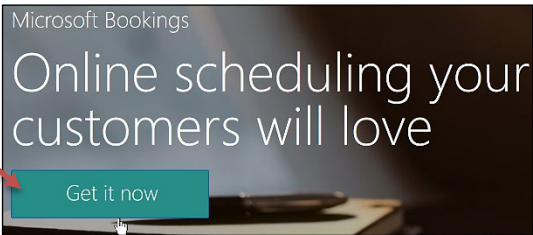
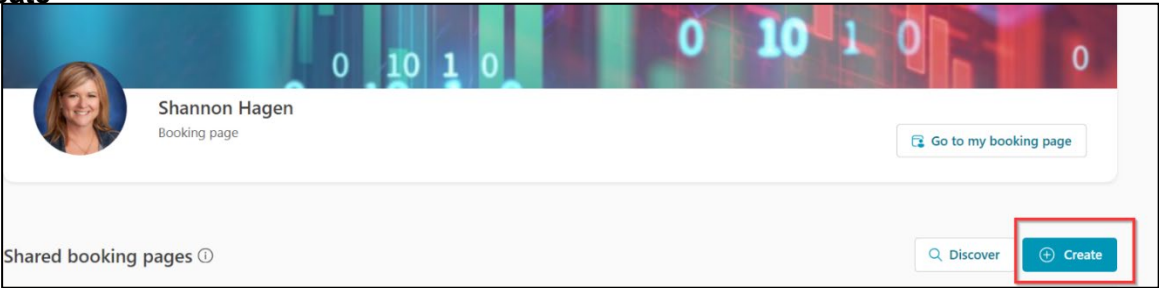
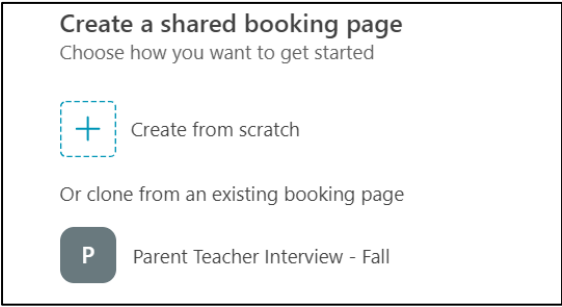
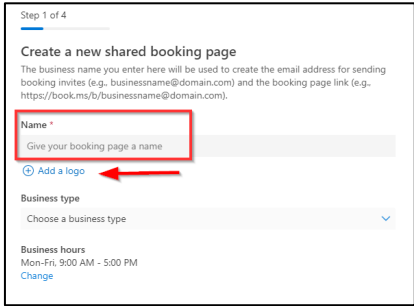
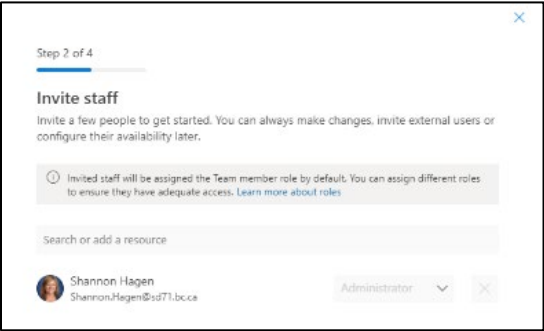
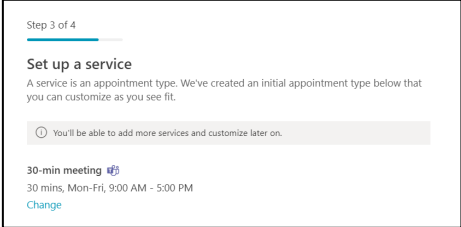
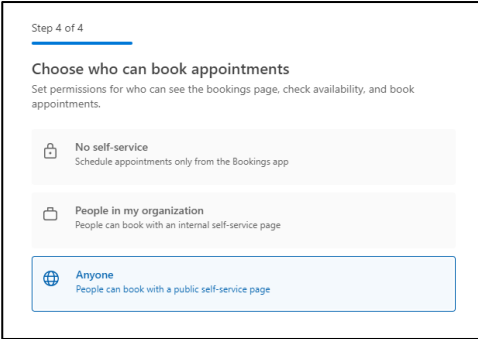
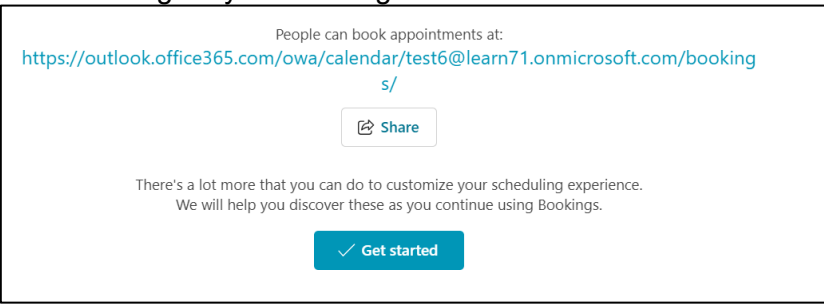
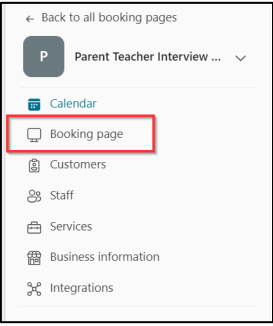


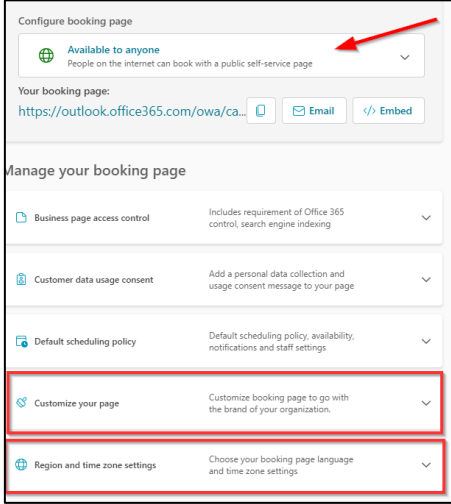
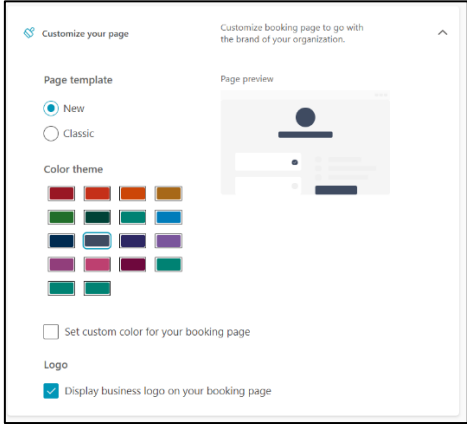
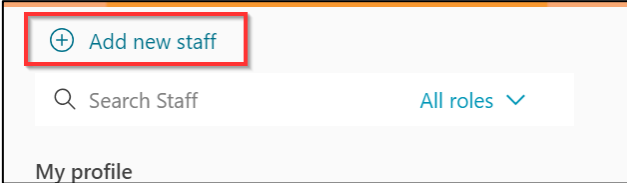
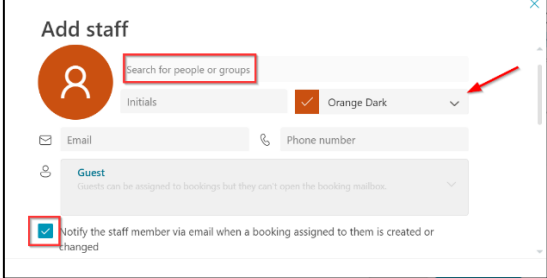
Microsoft Bookings

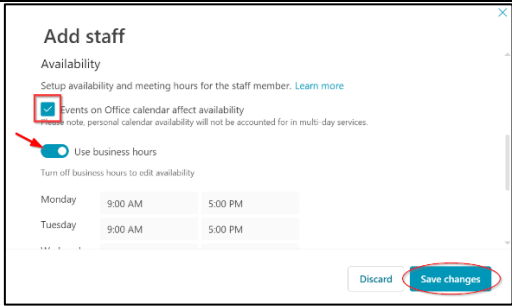
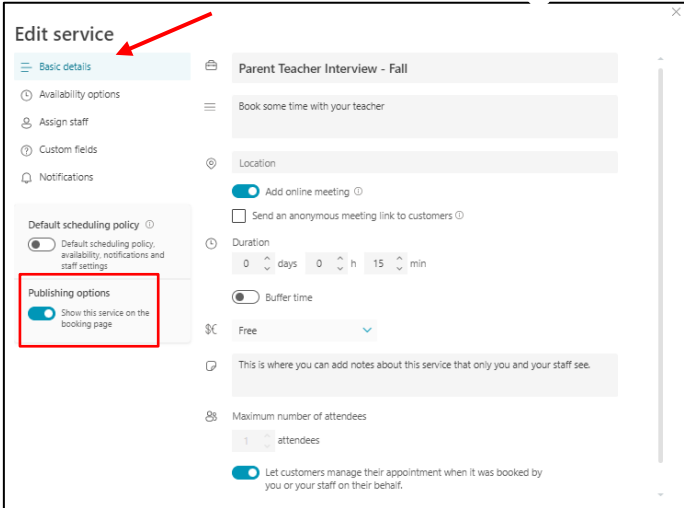
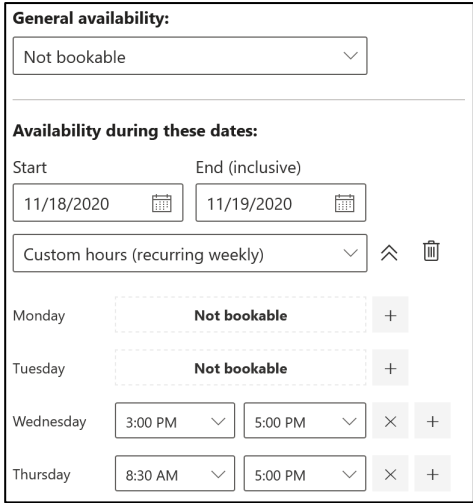
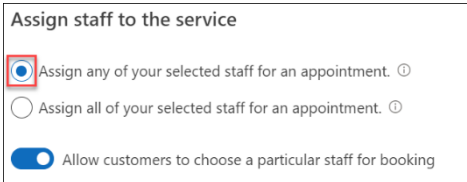
Bookings is a great program to use to allow people to sign up for meetings with you. These instructions will walk you through how to set up bookings for the teachers in your school for events like parent teacher interviews.

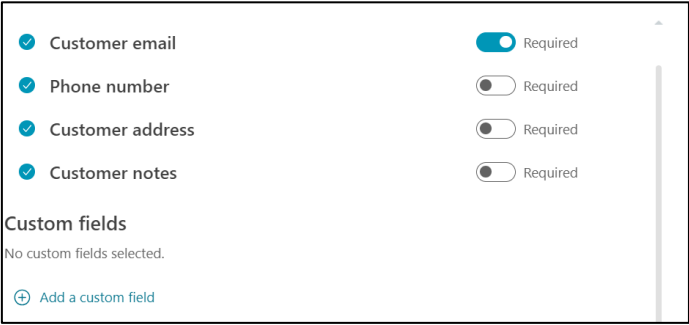
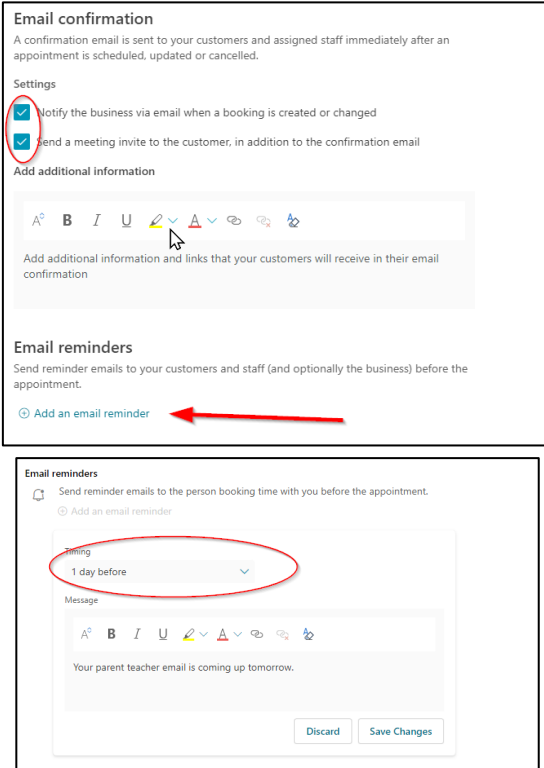
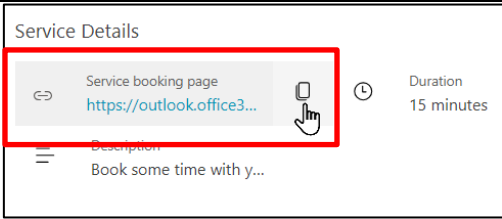
STEPS

1	<p>Go to Office 365 online:</p> <ul style="list-style-type: none"> Go to comoxvalleyschools.ca Click on Office 365 <p>If you are at home, log in with your work email address and regular computer password.</p>	
2	<p>Click on the Bookings icon. If you do not have it yet, click on all apps on the right and locate it in the Office 365 apps list. Click on it to open it.</p>	
3	<p>You may need to Click on Get it Now</p> <p>Type in your name and make sure that it connects with your office 365 account – you will know if it finds your name.</p> <p><i>(If this is your first time accessing Bookings, follow the prompts to create your own personal bookings page.)</i></p>	
4	<p>Click Create</p>	
5	<p>If a booking page was created last year, you can clone it from existing.</p> <p>If not, “Create from scratch”.</p>	
6	<p>Insert Name of Booking Page.</p> <p>Add a logo if you wish.</p> <p>Do not set the times here.</p> <p>Under Business Type choose Education.</p> <p>Click Save at the top.</p>	

7	<p>Invite any staff you may wish to have access to your bookings page. (Principals, Administrative Assistants).</p> <p>You will add the actual teachers for booking purposes in another screen. Don't add them here.</p>	
8	<p>Do not set up service here. You will do it later on.</p>	
9	<p>Choose “Anyone” for who can book appointments. Click “Create”.</p>	
10	<p>Click on “Get Started” to configure your bookings calendar.</p> 	
11	<p>Select “Bookings page” from the list.</p>	

12	<p>Be sure “Available to anyone” is selected.</p> <p>Scroll down to “Customize your page”.</p> <p>Skip all the rest.</p> <p>Check to make sure time zone settings are correct.</p>	
13	<p>Customize your page.</p> <p>Select the booking page school colour theme, page template and school logo.</p> <p>When finished, scroll up and click “Save”.</p>	
14	Skip Customers and click on Staff from the left sidebar.	
15	<p>You will see your name as an administrator.</p> <p>Click on “Add new staff” to add your teachers</p>	
16	<p>Add each staff member and put in whatever information is needed.</p> <p>Give each teacher a different colour so it shows that colour in the calendar.</p> <p>Leave Events on Office Calendar affect availability on so it will work with their outlook calendars.</p> <p>Leave Use business hours.</p> <p><i>If teachers want to indicate their specific bookable hours, they can do so.</i></p>	

	<p>Save Changes when you are done.</p>	
17	<p>Click on “Services” on the left side bar. Use the pencil icon to Edit service.</p>	
18	<p>Basic details Fill in the necessary details. Use the scroll bar on the right to access all of the fields. Set price to “Free”</p> <p>Under Publishing options -> make sure the “Show service on the bookings page” is toggled on.</p>	
19	<p>Availability options Under General Availability choose Not Bookable.</p> <p>Click on + Set different availability for a date range</p> <p>Set the date range to the dates for your parent teacher conferences.</p> <p>Click on</p> <div data-bbox="215 1444 803 1509" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Bookable when staff are free </div> <p>And change it to Custom Hours (recurring weekly)</p> <p>Now set the times to the times of your Parent Teacher Interviews. <i>(Some teachers may need different hours-you can change them in Staff.)</i></p>	
20	<p>Assign Staff Select “Assign any of your selected staff for appointment”. “Allow customers to choose” Click beside each of the teacher’s names.</p>	

21	<p>Custom Fields</p> <p>Under Custom Fields if you choose Add a custom field, it will allow you to ask more information from the parents.</p> <p>You can also indicate whether you'd like parent information to be included as a required field.</p>	 <p>The screenshot shows the 'Custom Fields' settings interface. It lists four fields: 'Customer email', 'Phone number', 'Customer address', and 'Customer notes'. Each field has a toggle switch and a 'Required' label. All four fields are currently set to 'Required'. Below the list, it says 'Custom fields' and 'No custom fields selected.' with a link to 'Add a custom field'.</p>
22	<p>Notifications</p> <p>If you are having virtual meetings and letting Bookings create the Teams links, click on Send meeting invite to customer... to have a Teams link automatically sent to the parents and you.</p> <p>Bookings will send an email confirmation to the parents. Any additional messages you'd like to provide to the parent can be added here.</p> <p>You can also send a reminder email the day before the meeting if you would like by clicking on "Add an email reminder". You can Type the message that the parents will get in the box below.</p>	 <p>The top screenshot shows the 'Email confirmation' settings. It states: 'A confirmation email is sent to your customers and assigned staff immediately after an appointment is scheduled, updated or cancelled.' Under 'Settings', there are two checkboxes: 'Notify the business via email when a booking is created or changed' and 'Send a meeting invite to the customer, in addition to the confirmation email'. Both are checked. Below is a text area for 'Add additional information' with a rich text editor. The bottom screenshot shows the 'Email reminders' settings. It states: 'Send reminder emails to your customers and staff (and optionally the business) before the appointment.' There is a link 'Add an email reminder' with a red arrow pointing to it. Below is a preview of a reminder email with a dropdown menu set to '1 day before' and a message box containing the text 'Your parent teacher email is coming up tomorrow.' with 'Discard' and 'Save Changes' buttons.</p>
23	<p>Copy the link on the page to send to parents for them to sign up for the parent teacher interviews.</p> <p>From the Service side tab -> Services Details,</p> <p>Teachers will receive an email when parents book and the appointment will automatically be added to the teacher's Outlook calendar.</p> <p>Paste the link in a browser to view the page from the parent view.</p>	 <p>The screenshot shows the 'Service Details' section. It has a red box around a card that contains a link icon, the text 'Service booking page', the URL 'https://outlook.office3...', a mobile phone icon, and a hand cursor icon. To the right of the card is a clock icon and the text 'Duration 15 minutes'. Below the card is a 'Description' section with the text 'Book some time with y...'.</p>