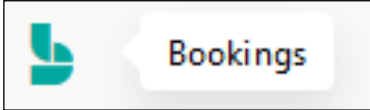
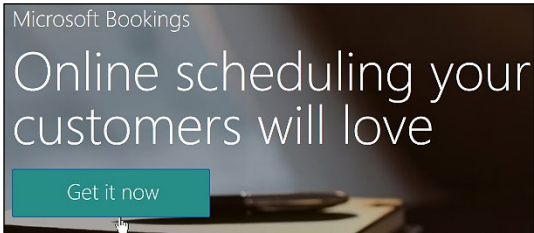
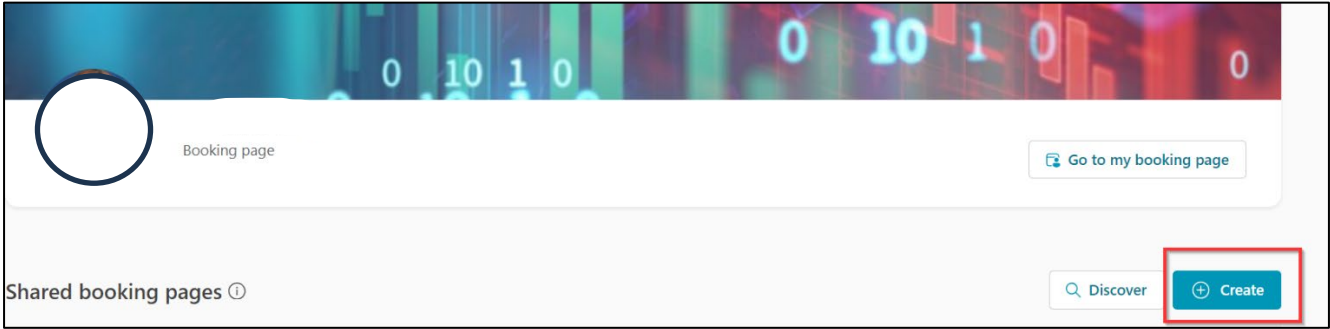
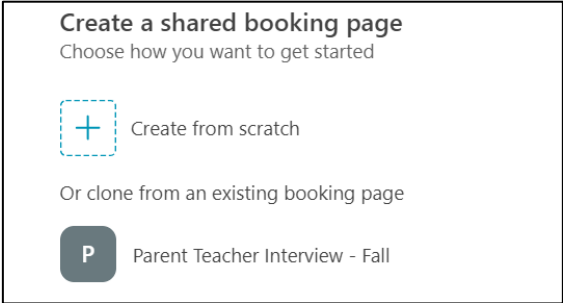
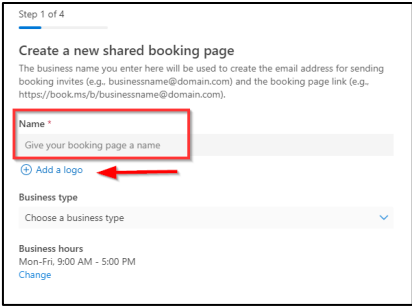
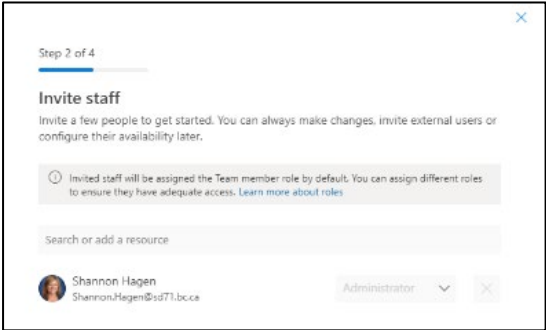
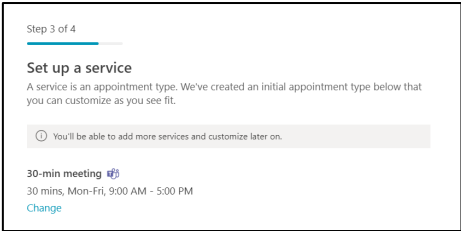
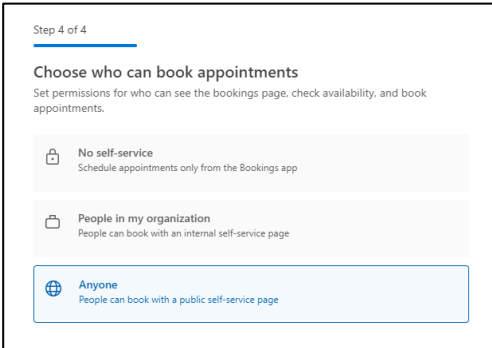




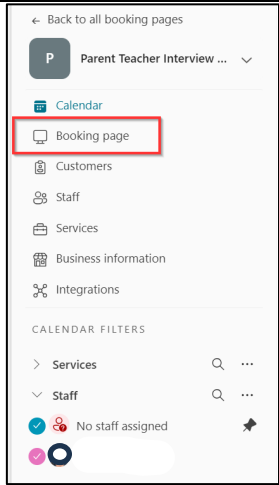
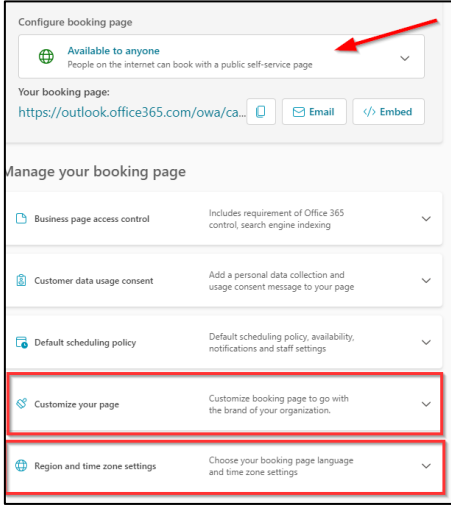
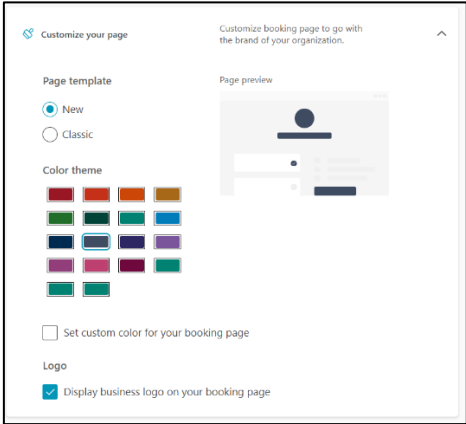

# Microsoft Bookings

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 yourself for events like parent teacher interviews.

## STEPS

1	<p>Go to <b>Office 365</b> online:</p> <ul style="list-style-type: none"> <li>Go to <b>comoxvalleyschools.ca</b></li> <li>Click on <b>Office 365</b></li> </ul> <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>Click on <b>Get it Now</b></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 <b>Create</b></p> 	
5	<p>If a booking page was created last year, you can <b>clone it from existing</b>.</p> <p>If not, <b>“Create from scratch”</b>.</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 <b>Save</b> at the top.</p>	
7	<p>Invite any staff you may wish to have access to your bookings page. (Team teachers, administrative assistants).</p>	
8	<p>Do not set up service here. You will do it later on.</p>	
9	<p>Choose <b>“Anyone”</b> for who can book appointments.</p> <p>Click <b>“Create”</b>.</p>	
10	<div data-bbox="480 1507 1304 1803"> <p>People can book appointments at:</p> <p><a href="https://outlook.office365.com/owa/calendar/test6@learn71.onmicrosoft.com/bookings/">https://outlook.office365.com/owa/calendar/test6@learn71.onmicrosoft.com/bookings/</a></p> <p> Share</p> <p>There's a lot more that you can do to customize your scheduling experience. We will help you discover these as you continue using Bookings.</p> <p> Get started</p> </div> <p>Click on <b>“Get Started”</b> to configure your bookings calendar.</p>	

11	Select “ <b>Bookings page</b> ” from the list.	
12	<p>Be sure “<b>Available to anyone</b>” is selected.</p> <p>Scroll down to “<b>Customize your page</b>”.</p> <p>Skip all the rest.</p> <p>Check to make sure <b>time zone settings</b> are correct.</p>	
13	<p><b>Customize your page.</b></p> <p>Select your colour theme, page template and logo.</p> <p>When finished, scroll up and click “<b>Save</b>”.</p>	
14	Skip <b>Customers</b> and click on <b>Staff</b> from the left sidebar.	
15	<p>You will see your name as an administrator.</p> <p>Click on pencil icon to edit your details.</p> <p>Give yourself a colour for your bookings calendar.</p> <p>Leave <b>Use Business Hours</b> as default.</p> <p>Click <b>Save</b> on bottom right.</p>	

16

Click on **“Services”** on the left side bar. Use the pencil icon to **Edit service**.

17

### Basic details

Fill in the necessary details.

Use the scroll bar on the right to access all of the fields.

Set price to **“Free”**

Under **Publishing** options -> make sure the **“Show service on the bookings page”** is toggled on.

**Edit service**

**Basic details**

Parent Teacher Interview - Fall

Book some time with your teacher

Location

Add online meeting

Send an anonymous meeting link to customers

Duration: 0 days 0 h 15 min

Buffer time

Price: Free

This is where you can add notes about this service that only you and your staff see.

Maximum number of attendees: 1 attendees

Let customers manage their appointment when it was booked by you or your staff on their behalf.

**Publishing options**

Show this service on the bookings page

18

### Availability options

Under **General Availability** choose **Not Bookable**.

Click on [+ Set different availability for a date range](#)

Set the date range to the dates for your parent teacher conferences.

Click on

Bookable when staff are free

And change it to **Custom Hours (recurring weekly)**

Now set the times to the times that you are available for Parent Teacher Interviews.

**General availability:**

Not bookable

**Availability during these dates:**

Start: 11/18/2020 End (inclusive): 11/19/2020

Custom hours (recurring weekly)

Day	Availability	Action
Monday	Not bookable	+
Tuesday	Not bookable	+
Wednesday	3:00 PM - 5:00 PM	×
Thursday	8:30 AM - 5:00 PM	×
Friday	Not bookable	+
Saturday	Not bookable	+
Sunday	Not bookable	+

[+ Set different availability for a date range](#)

19

### Assign Staff

Check the circle beside your name to assign to this “service”.

If you have more than one person for this bookable time, **“Allow customers to choose”** otherwise, turn this off.

Assign any of your selected staff for an appointment.

Assign all of your selected staff for an appointment.

**Allow customers to choose a particular staff for booking**


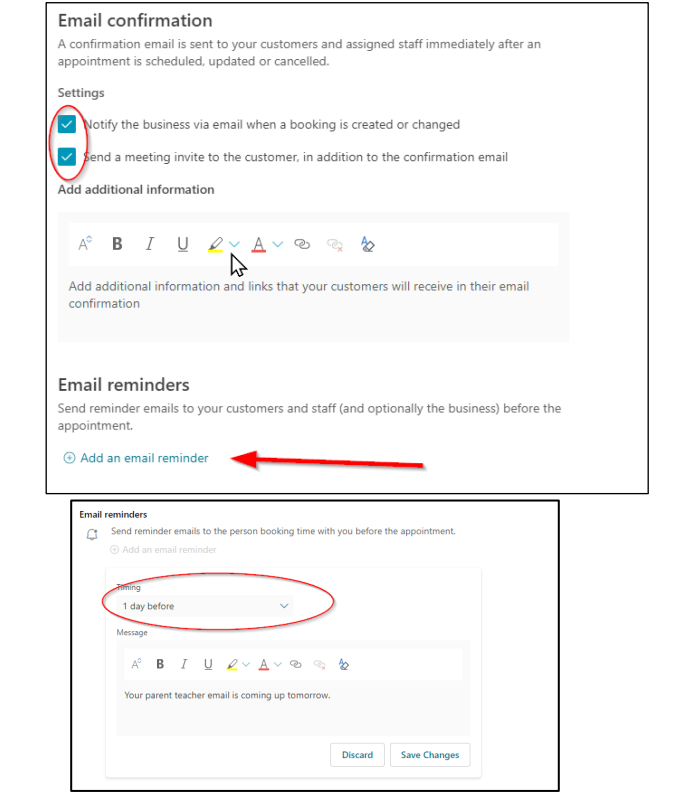
**Select Staff**

Search for a staff member

Shannon Hagen

**Assigned staff**

Shannon Hagen

20	<p><b>Custom Fields</b></p> <p>Under <b>Custom Fields</b> 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>	
21	<p><b>Notifications</b></p> <p>If you are having virtual meetings and letting Bookings create the Teams links, click on <b>Send meeting invite to customer...</b> to have a Teams link automatically sent to the parents and you.</p> <p>Bookings will send an <b>email confirmation</b> to the parents. Any additional you'd like to provide to the parent can be added here.</p> <p>You can also send a <b>reminder email</b> the day before the meeting if you would like by clicking on <b>“Add an email reminder”</b>. You can Type the message that the parents will get in the box below.</p>	
22	<p>From the <b>Service side tab -&gt; Services Details</b>, copy the link to send to parents for them to sign up for the parent teacher interviews with you.</p> <p>You will get an email when each one signs up and it will show up in the bookings calendar and in your outlook calendar.</p> <p>Paste the link in a browser to view the page from the parent view.</p>	