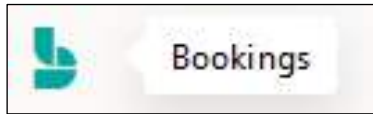
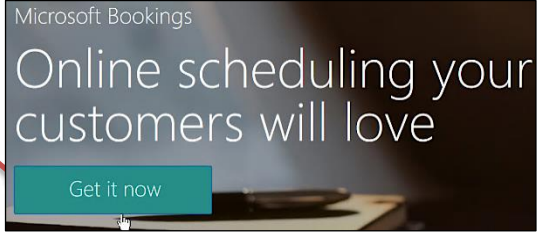
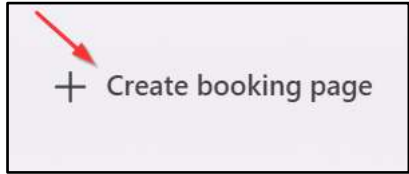
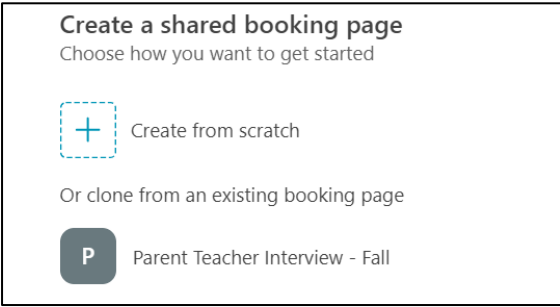
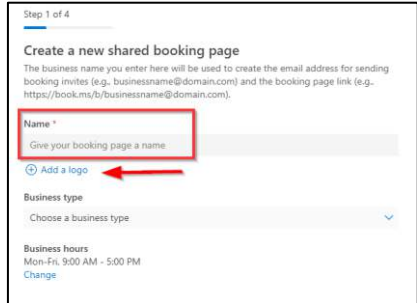
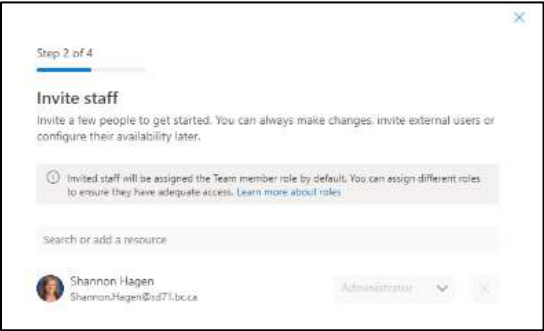
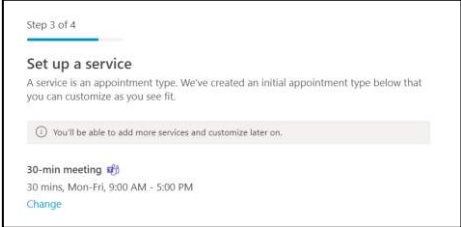
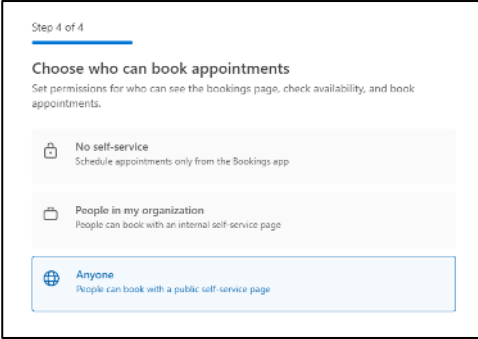
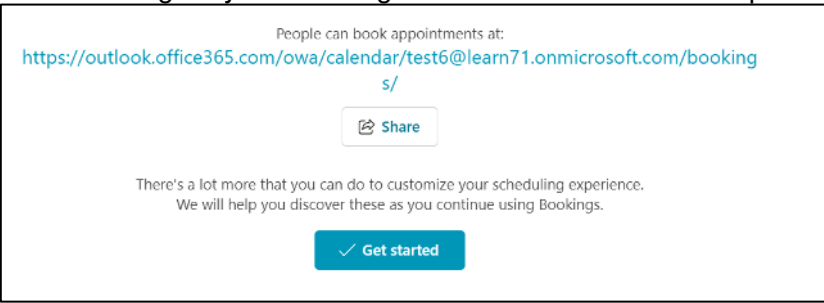
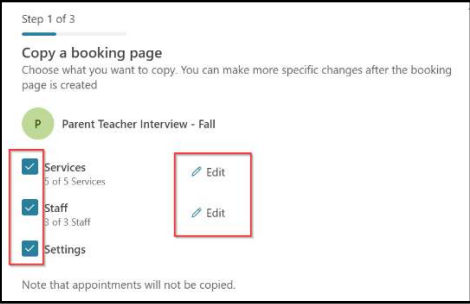


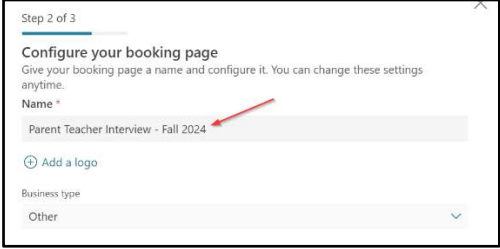
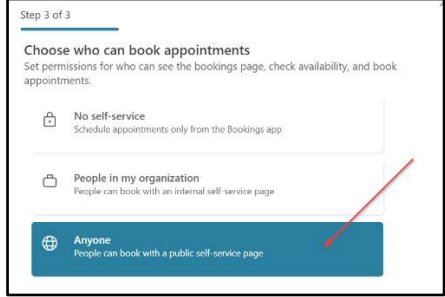

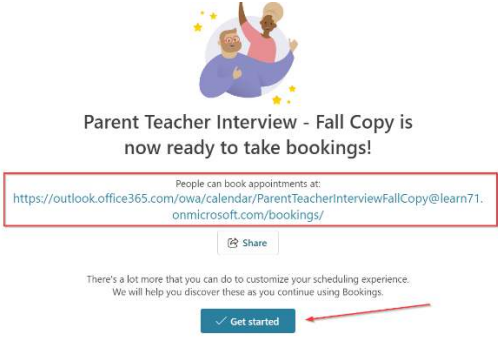
Microsoft Bookings

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.

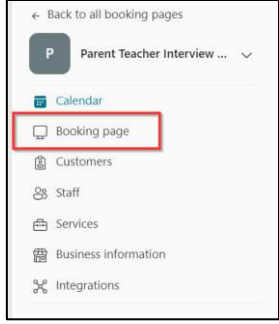
STEPS

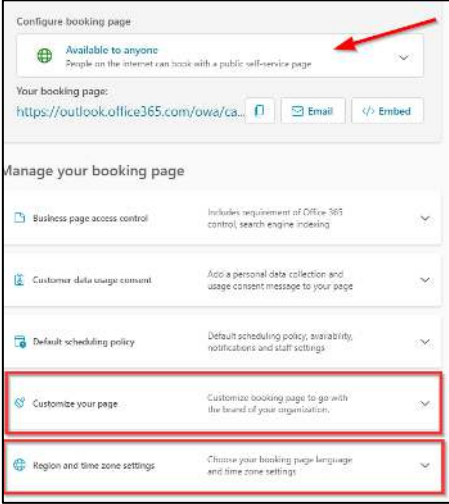
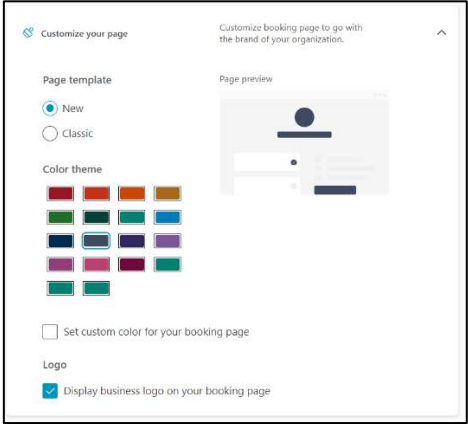
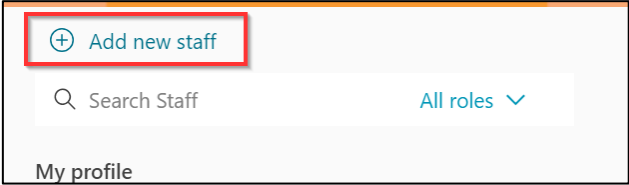
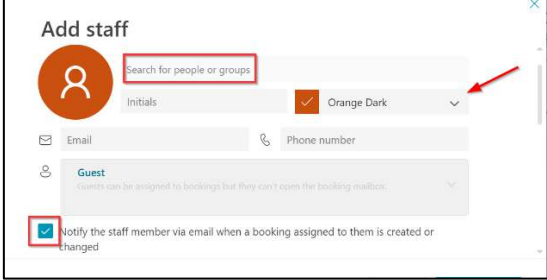
<p>1</p>	<p>Go to Office 365 online:</p> <ul style="list-style-type: none"> • Go to comoxvalleyschools.ca • Click on Office 365 <p>If you are at home, log in with your work email address and regular computer password.</p>	
<p>2</p>	<p>Click on the “App icon” to view your apps. Click on the Bookings icon. 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>	
<p>3</p>	<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>	
<p>4</p>	<p>Click ”+ Create booking page”</p>	
<p>5</p>	<p>If a booking page was created last year, you can clone it from existing.</p> <p><i>If cloned, skip down to step #11</i></p> <p>If not, “Create from scratch”.</p>	
<p>6</p>	<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). 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. Continue at step #14.</p> 	
<h2>Creating from “Cloned”</h2>		
11	<p>Select settings to copy. Click on the “Edit” icon if any changes are being made.</p>	

<p>12</p>	<p>Rename the Bookings reflecting current year.</p>	
<p>13</p>	<p>Choose "Anyone can book".</p>	
 <p>Setting up your shared booking page</p> <p>This will take just about a minute.</p>		

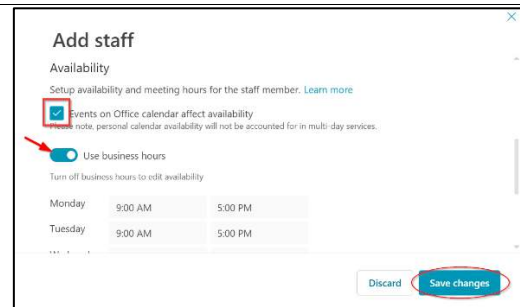
Configuring Settings

<p>14</p>	<p>Select "Bookings page" from the list.</p>	
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<p>12</p>	<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>	
<p>13</p>	<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>	
<p>14</p>	<p>Skip Customers and click on Staff from the left sidebar.</p>	
<p>15</p>	<p>You will see your name as an administrator.</p> <p>Click on “Add new staff” to add your teachers</p>	
<p>16</p>	<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 by going in to</i></p>	

the Staff tab, turning off “Use business hours” for themselves and editing their availability.

Save Changes when you are done.



17

Click on “**Services**” on the left side bar. Hover mouse over the service name, and use the pencil icon to **Edit service**.

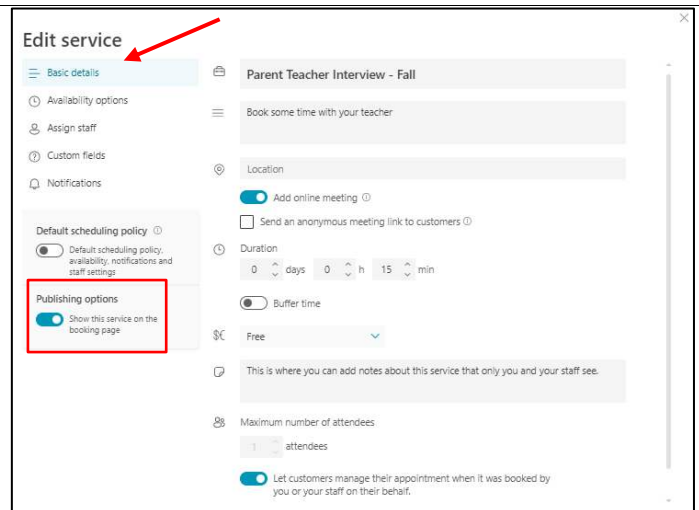


18

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.



19

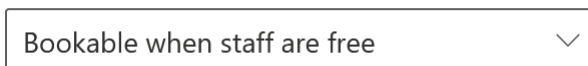
Availability options

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

Click on **+ Set different availability for a date range**

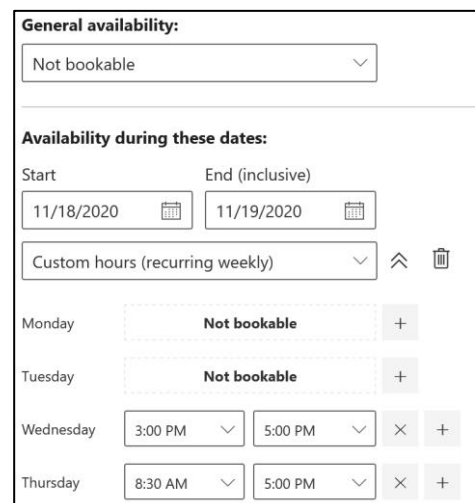
Set the date range to the dates for your parent teacher conferences.

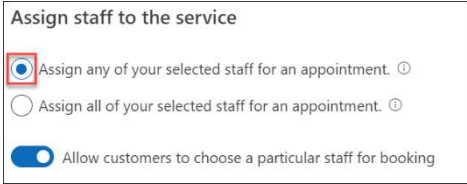
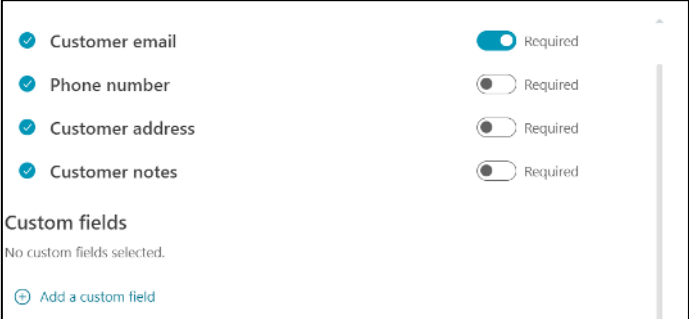
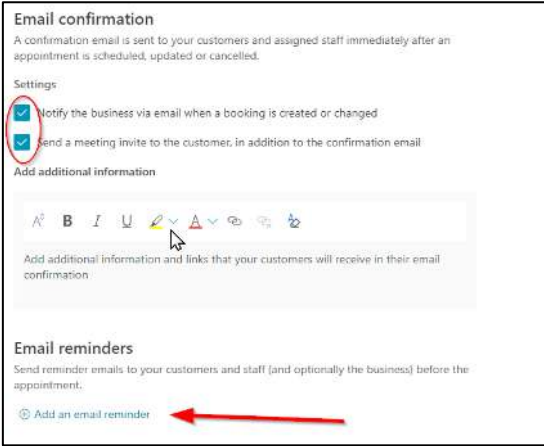
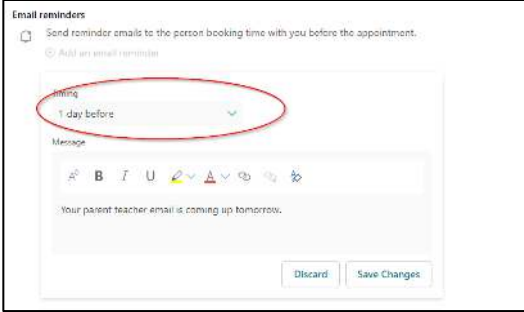
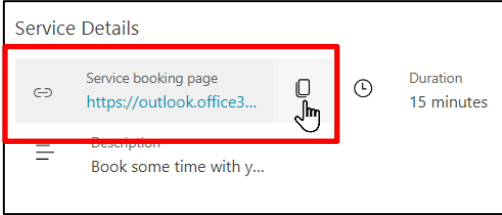
Click on



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

Now set the times to the times of your Parent Teacher Interviews. (Some teachers may need different hours-you can change them in **Staff** – see above.)



<p>20</p>	<p>Assign Staff Select “Assign any of your selected staff for appointment”. “Allow customers to choose” Click beside each of the teacher’s names so a checkmark appears and their name is now on the “Assigned Staff” list.</p>	
<p>21</p>	<p>Custom Fields Under Custom Fields if you choose Add a custom field, it will allow you to ask more information from the parents. You can also indicate whether you’d like parent information to be included as a required field.</p>	
<p>22</p>	<p>Notifications 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. Bookings will send an email confirmation to the parents. Any additional messages you’d like to provide to the parent can be added here. 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. Click “Save changes” to save the changes make in the Services tab.</p>	 
<p>23</p>	<p>Copy the link on the page to send to parents for them to sign up for the parent teacher interviews. From the Service side tab scroll down to “Services Details”. Use the copy icon to copy the link, paste is where parents can access it. Teachers will receive an email when parents book and the appointment will automatically be added to the teacher’s Outlook calendar.</p>	 <p><i>Paste the link in a browser to view the page from the parent view.</i></p>