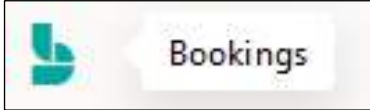
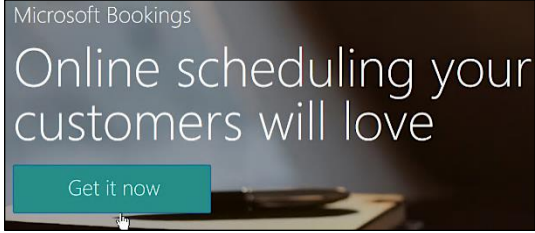
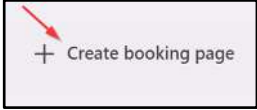
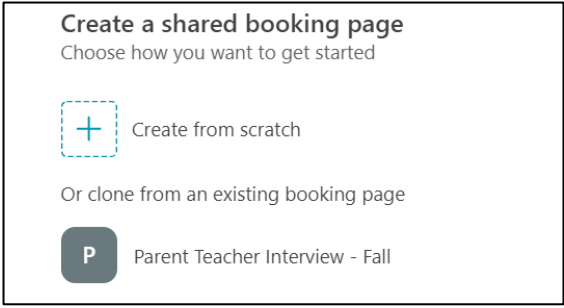
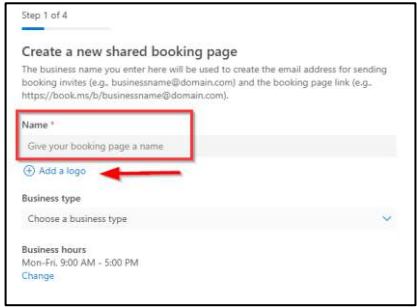


# Microsoft Bookings

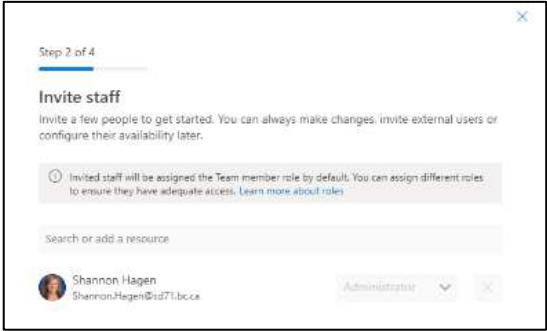
Bookings is a great program to use to allow people to sign up for meetings with you. These instructions will walk you through how to set up bookings for yourself for events like parent teacher interviews.

## 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 “Apps icon” to view all of the apps. Click on the Bookings icon. If you do not have it yet, click on “All apps -&gt;” on the right and locate it in the Office 365 apps list. Click on it to open it.</p>	
3	<p>If this is your first time you will have to 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 booking page</b>”</p>	
5	<p>If a booking page was created last year, you can <b>clone it from existing</b>.</p> <p><i>(Follow the prompts until it is created and continue on with step #11.)</i></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>	

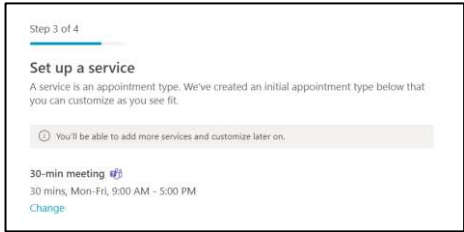
7

Invite any staff you may wish to have access to your bookings page. (Team teachers, administrative assistants).



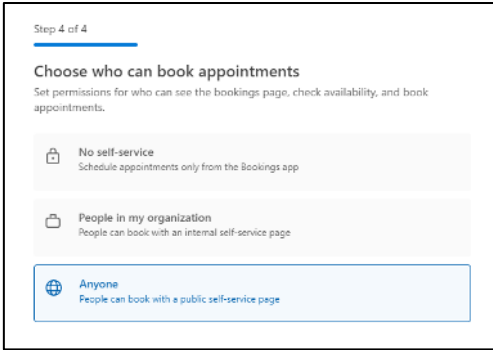
8

Do not set up service here. You will do it later on.

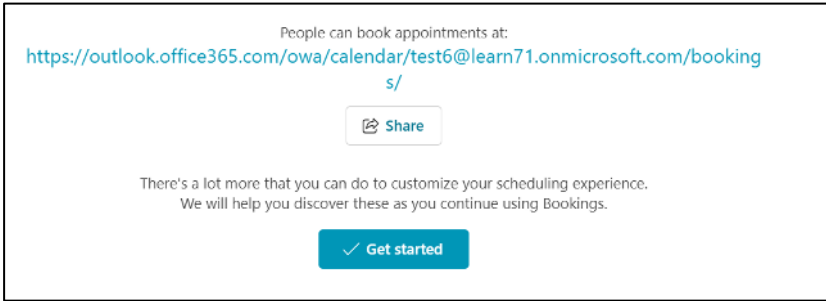


9

Choose "Anyone" for who can book appointments. Click "Create".



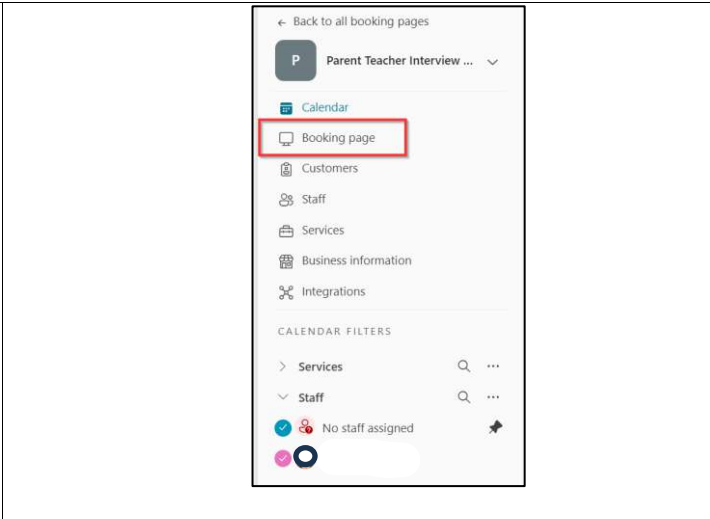
10



Click on "Get Started" to configure your bookings calendar.

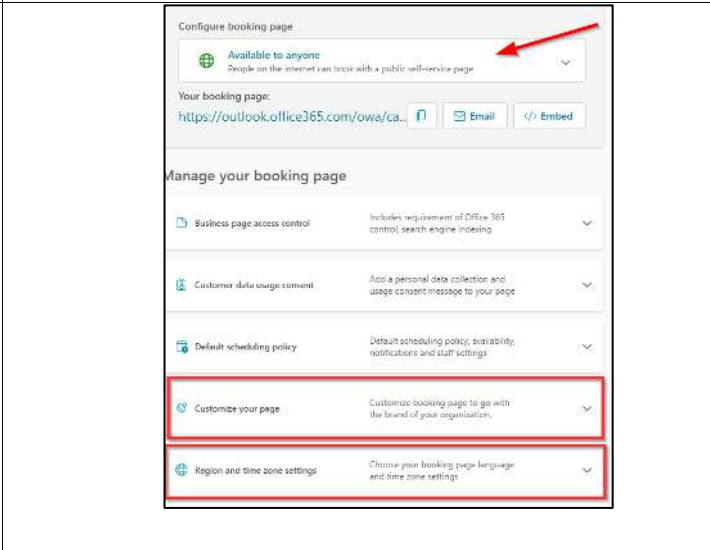
11

Select **“Bookings page”** from the list.



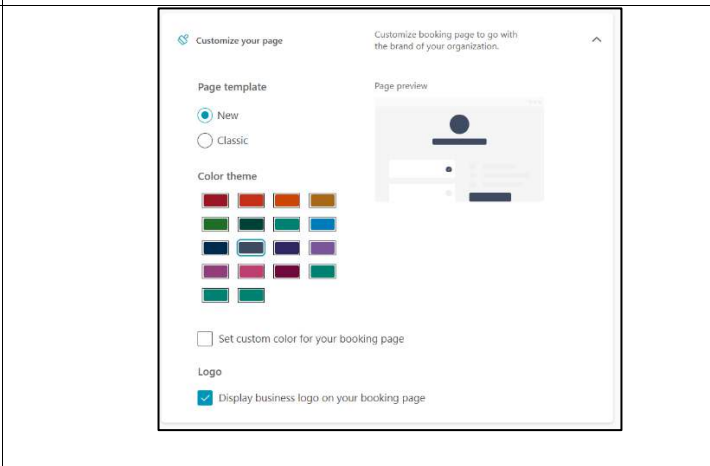
12

Be sure **“Available to anyone”** is selected.  
Scroll down to **“Customize your page”**.  
Skip all the rest.  
Check to make sure **time zone settings** are correct.



13

**Customize your page.**  
Select your colour theme, page template and logo.  
When finished, scroll up and click **“Save”**.

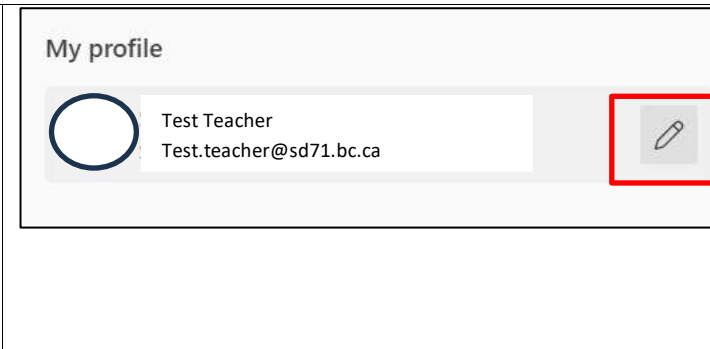


14

Skip **Customers** and click on **Staff** from the left sidebar.

15

You will see your name as an administrator.  
Hover the mouse over the name on the right and click on pencil icon to edit your details.  
Give yourself a colour for your bookings calendar.



If “Events on Office calendar affect availability” be sure your Outlook calendar is up to date.

Leave **Use Business Hours** as default.  
Click **Save** on bottom right.

16

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

17

### **Basic details**

Fill in the necessary details.

Name of Service | Description of Service | Location of Service.

*Turn off “Add online meeting” if in person.*

Determine length of parent visit for Duration.

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.

18

### **Availability options**

Time Increments: The increments indicated here should reflect the length of “Duration” noted above for parent visit.

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

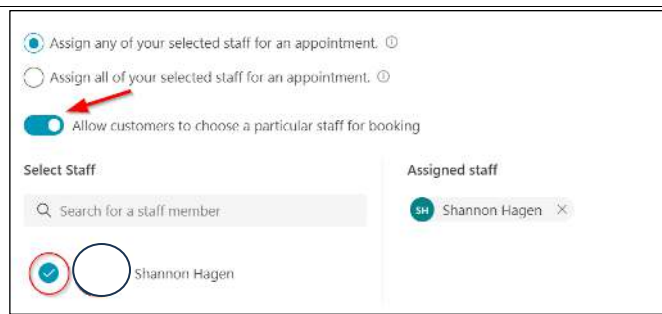
Bookable when staff are free

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

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

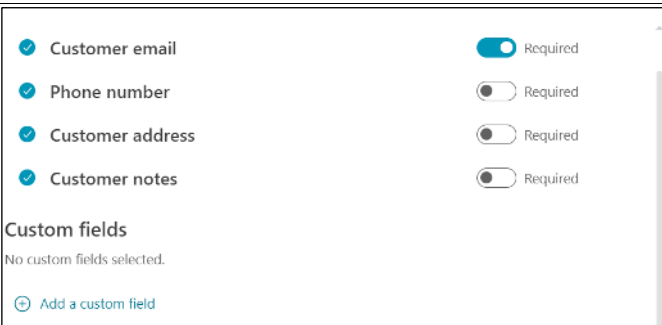
**19**

**Assign Staff**  
 Under “Select Staff”, check the circle beside your name to assign to this “service” to you. It will then appear on “Assigned staff”.  
 If you have more than one person for this bookable time, “**Allow customers to choose**” otherwise, turn this off.



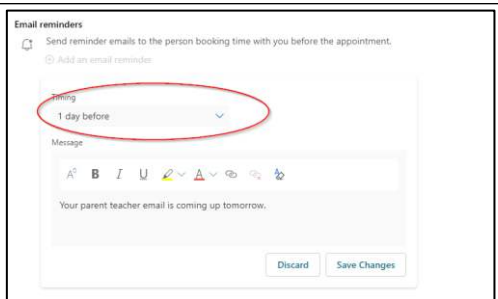
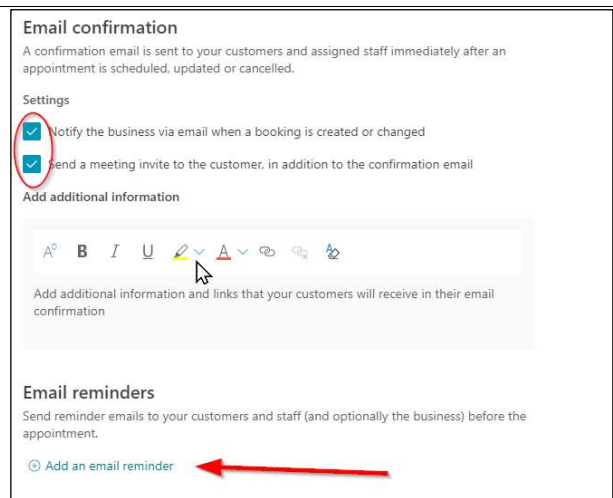
**20**

**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.



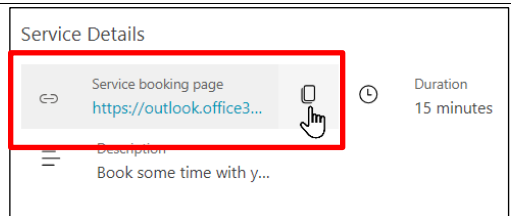
**21**

**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 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 information included in the “**Edit service**” tab.



**22**

From the **Service side tab**, scroll down to “**Services Details**”, copy the link to send to parents for them to sign up for the parent teacher interviews with you.  
 You will get an email when each one signs up and it will show up in the bookings calendar and in your outlook calendar.



*Paste the link in a browser to view the page from the parent view.*

