

# M365 Bookings app

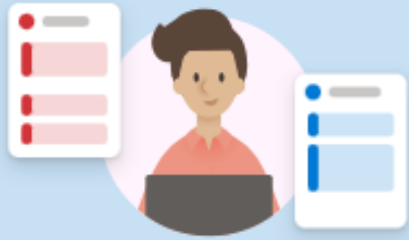
Creating a **personal booking page**



# What is the M365 Bookings app?

- ✓ An online booking calendar which integrates with Outlook (& Teams)
- ✓ Saves you time when arranging appointments
- ✓ Flexibility for people to book a time that works best for them
- ✓ Email (& SMS text) notifications can reduce no-shows
- ✓ All round better 'customer satisfaction'





### Introducing bookable time

Set your bookable time and let others know when you're available.

Share a link of your booking page that can be used by people both inside and outside your organisation to schedule time with you based on mutual availability.



### Your calendar remains private

Choose who can see your bookable time - anyone who has access to your booking page or only the people that you share a link with. In any case, the events on your calendar remain private to you.



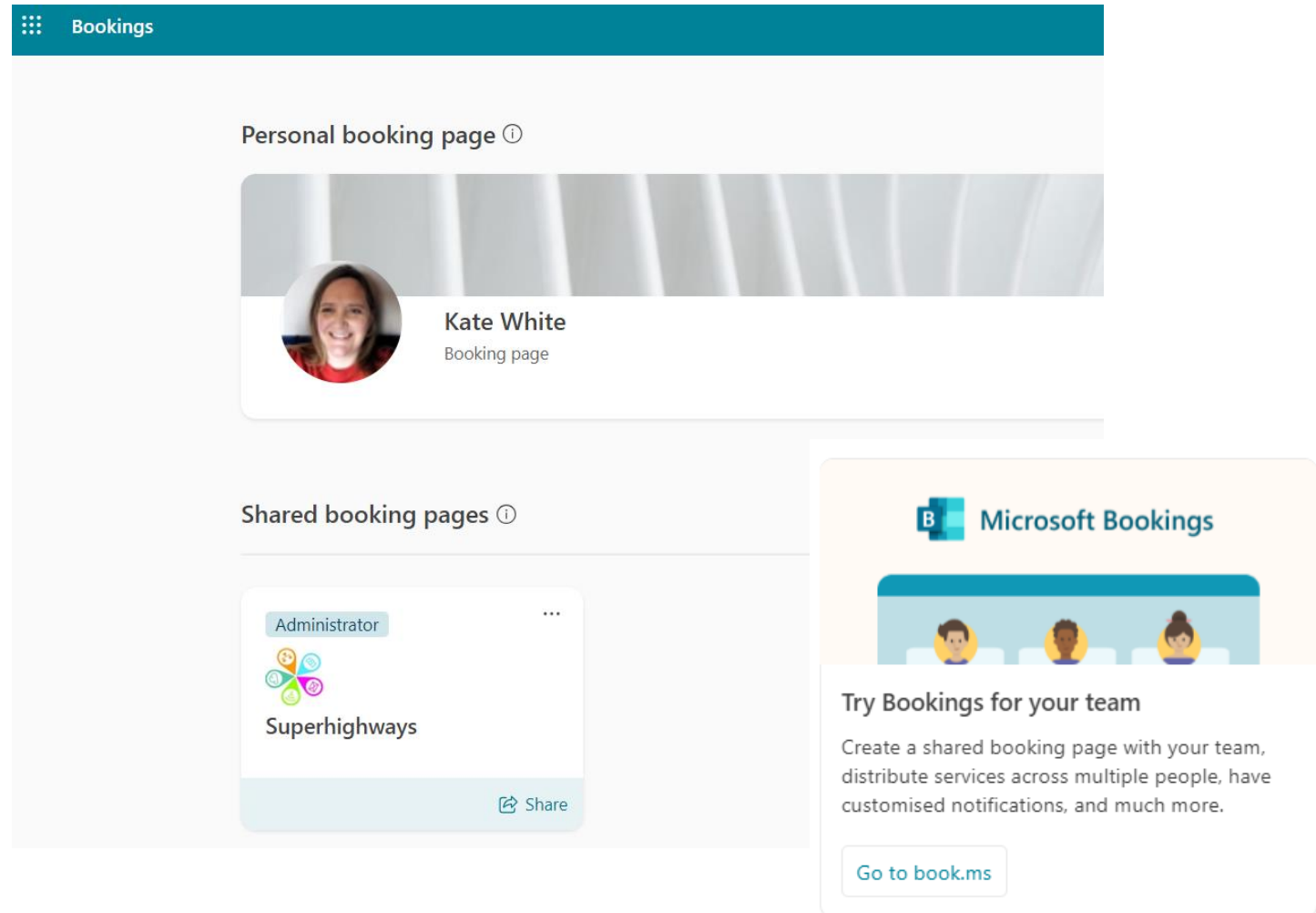
### Put boundaries around your time

Be in control of your time by creating bookable time for different purposes and deciding when you're available to meet.



# Two options

- ✓ Create your own **personal booking page** to share with others & reduce to and fro emailing
- ✓ Create a **Shared booking page** with Services and booking across multiple staff (via calendar integrations)



The screenshot displays the Microsoft Bookings interface. At the top, a teal header contains the 'Bookings' logo. Below this, the 'Personal booking page' section features a profile card for 'Kate White', a 'Booking page' administrator, with a circular profile picture. The 'Shared booking pages' section shows a card for 'Superhighways', an 'Administrator' role, with a multi-person icon and a 'Share' button. On the right, a promotional banner for 'Microsoft Bookings' includes the text 'Try Bookings for your team' and a 'Go to book.ms' button.

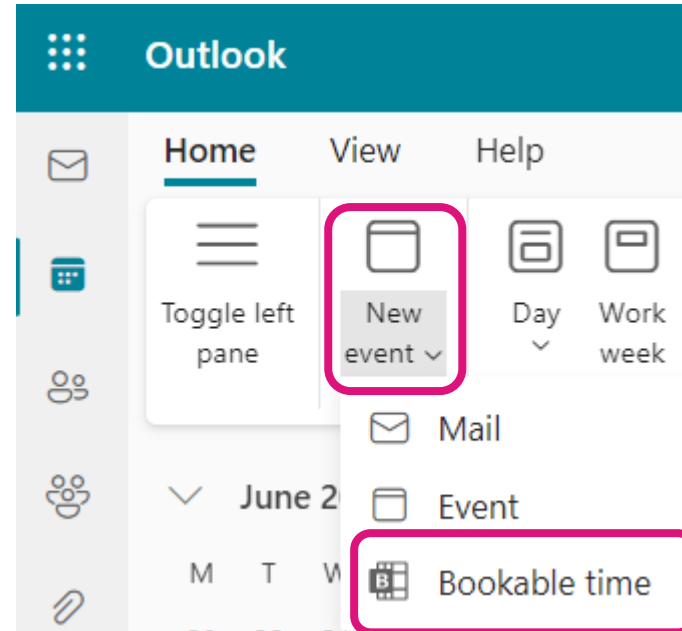
# Two components

- ✓ **Booking web page** – share a direct link, via Facebook or embed in a web page and people can book appointments for a specific service and / or with a specific person
- ✓ **Bookings admin app** – customise the Bookings page to for your needs – define appointment types & details, manage staff schedules & availability, set business hours, and customise how appointments are booked including adding extra questions to the standard booking form



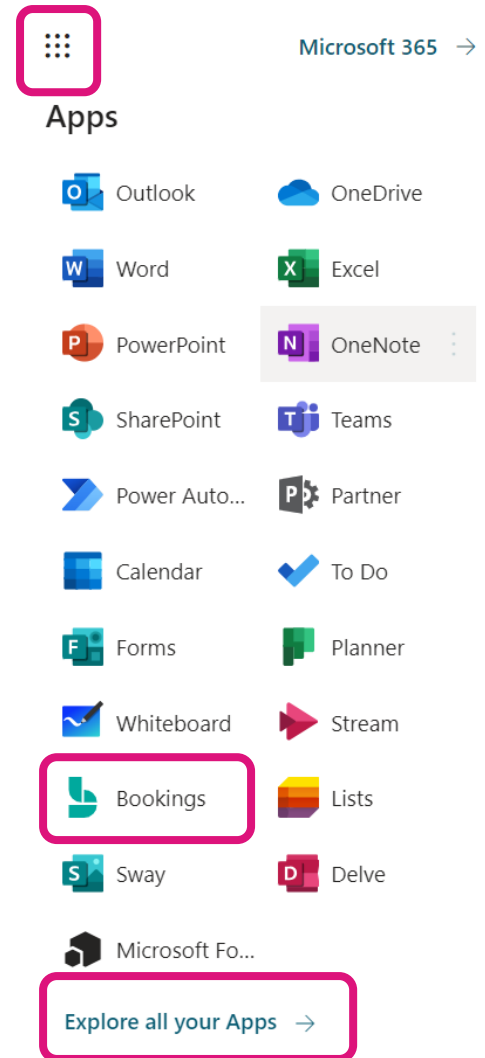
# Create from Outlook for web

- ✓ Click on the down arrow by New event
- ✓ Select the Bookable time option



# Or Create from the Bookings app

- ✓ Click on the 'waffle' or grid of 9 squares in the top left of your browser
- ✓ Choose the Bookings app (or Explore all of your Apps if it's not showing)





# Add info & choose options


- ✓ Add a title, select appointment duration and set your availability
- ✓ Choose whether you want to share Publicly or Privately
- ✓ Finally select Teams meeting (as appropriate) and add a description

New bookable time - Calendar - katewhite@superhighways.org.uk


Create Feedback


 Add a title (e.g. office hours, 1:1, mentorship)


 Slot duration



 Mon-Fri, 08:00 - 18:00 [Change availability](#)


**Note:** People can book time with you only during the hours you specify and when you don't have a conflict.

 Privacy

**Public**  
 Everyone will be able to see this bookable time on your booking page.

**Private**  
 Only people with the link will be able to see this bookable time on your booking page.

 Search for a room or location    Teams meeting

 Add a description. This will appear on your booking page.



# Changing availability

- ✓ Set your working hours and days
- ✓ Set only for a specific date range (as appropriate)

## Availability



Use customised availability hours

Only during the following date range

Start

None

End (inclusive)

None

Sunday	Not bookable			+
Monday	08:00	18:00	×	+
Tuesday	08:00	18:00	×	+
Wednesday	08:00	18:00	×	+
Thursday	08:00	18:00	×	+
Friday	08:00	18:00	×	+
Saturday	Not bookable			+

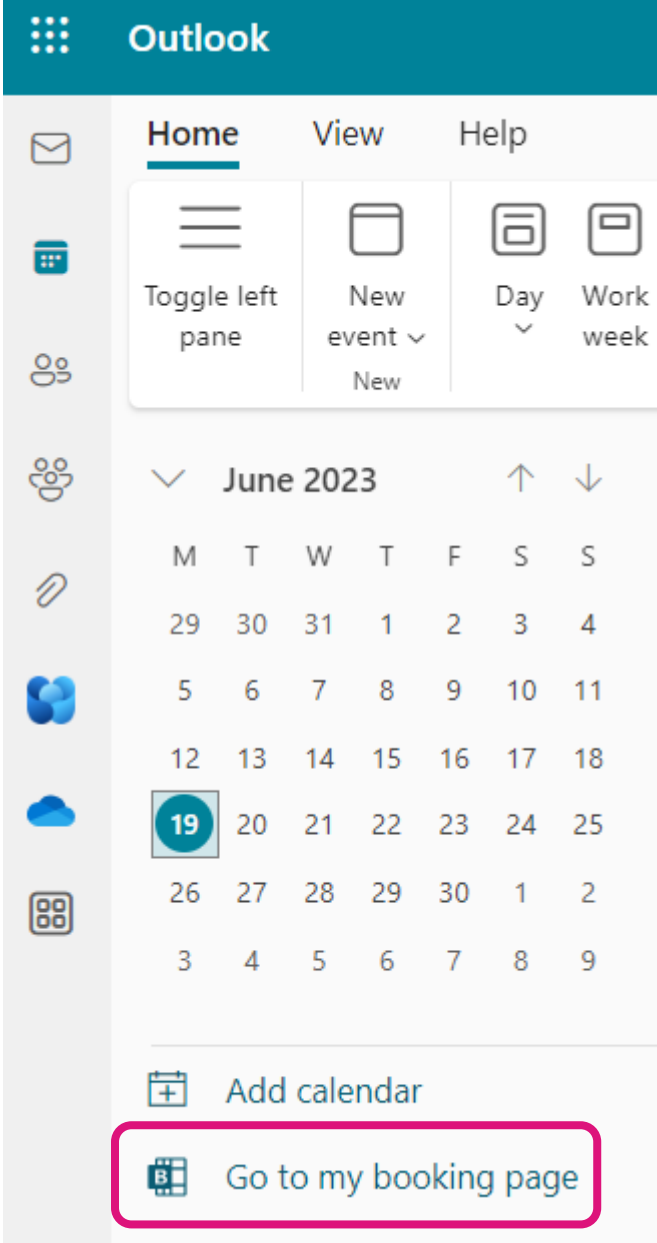
Save

Discard



# Accessing your Booking page via Outlook in the web

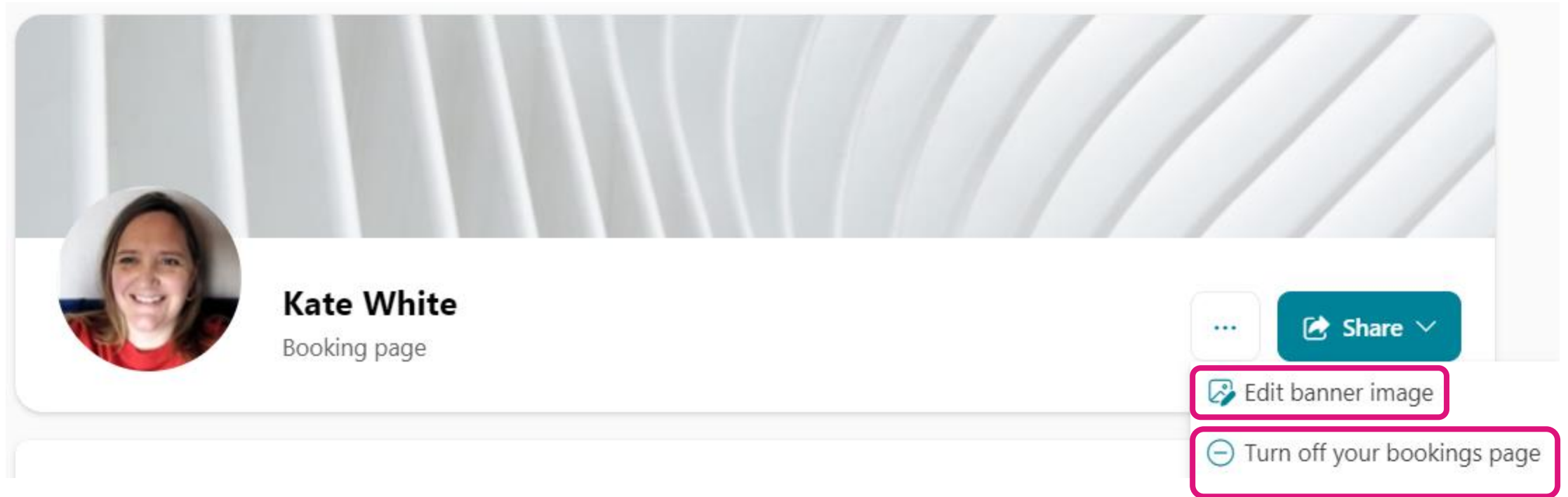
✓ Click on Go to my booking page



The screenshot shows the Outlook web interface. The top navigation bar includes 'Home', 'View', and 'Help'. The 'Home' tab is active, displaying a 'Toggle left pane' button, a 'New event' dropdown menu, and a 'Day' view selector. Below this is a calendar for June 2023, with the 19th highlighted. At the bottom, there is an 'Add calendar' button and a 'Go to my booking page' button, which is highlighted with a red rectangular box.



# Personal booking page



- ✓ Customise the banner image
- ✓ Note you can also Turn your bookings page off here (this takes all Bookings offline)



# Managing your Bookings times

✓ Click on the Bookings times to Edit further



**Digital Foundations one to one**

45 MIN

Digital Foundations one to one - book a space with me to talk about any tech or digital issue including cyber security.



**Test for CDN**

30 MIN

Please book a space for a 1:1 chat with me



# Editing – Advanced options



- ✓ Or click on the Bookings time e.g. Test for CDN to open up this Edit window
- ✓ Click on Advanced options for additional settings

The screenshot shows the 'Test for CDN' meeting edit window. At the top right, there are 'Share', 'Delete', and 'Save' buttons. The meeting title is 'Test for CDN'. Below the title, there is a 'Category' dropdown menu. The description is 'Please book a space for a 1:1 chat with me'. The location is empty, and there is a 'Teams meeting' toggle switch. The duration is set to '30 mins'. There are two visibility options: 'Public' (selected) and 'Private'. Below these are 'Schedule customisation' options, including 'Use customised availability hours' and 'See regular meeting hours'. There is a checkbox for 'Only during the following date range' with 'Start' and 'End (inclusive)' dropdowns. A table shows availability for each day of the week: Sunday and Saturday are 'Not bookable', while Monday through Friday are available from 08:00 to 18:00. At the bottom, the 'Advanced options' button is highlighted with a red box.

Day	Availability
Sunday	Not bookable
Monday	08:00 - 18:00
Tuesday	08:00 - 18:00
Wednesday	08:00 - 18:00
Thursday	08:00 - 18:00
Friday	08:00 - 18:00
Saturday	Not bookable



# Adjust timings

	Buffer time before meeting	0 mins	▼
	Buffer time after meeting	15 mins	▼
	Limit start time to	30-min intervals	▼
	Minimum lead time	1 hr	▼
	Maximum lead time	90 days	▼



- ✓ Add Buffer times between appointments
- ✓ Adjust lead time (you're more likely to want this to be 12 or 24 hrs than 1 hr!)




# Sharing your bookable time

- ✓ Check and Edit as necessary
- ✓ Share a link, via email or add to your signature

Bookable time has been successfully set up!



Test for CDN

🕒 Mon-Fri, 08:00 - 18:00 ⌚ 30 min

 Edit bookable time


Bookable time link

<https://outlook.office.com/bookwithme/user/9b971dfc8...>

 Share ▾  Copy link

Share via Email

Add as signature

 Share feedback



# Sharing a Booking link

- ✓ Click on the 3 dots and then choose to:
- ✓ Copy link
- ✓ Or Share – giving you the option to Share via email

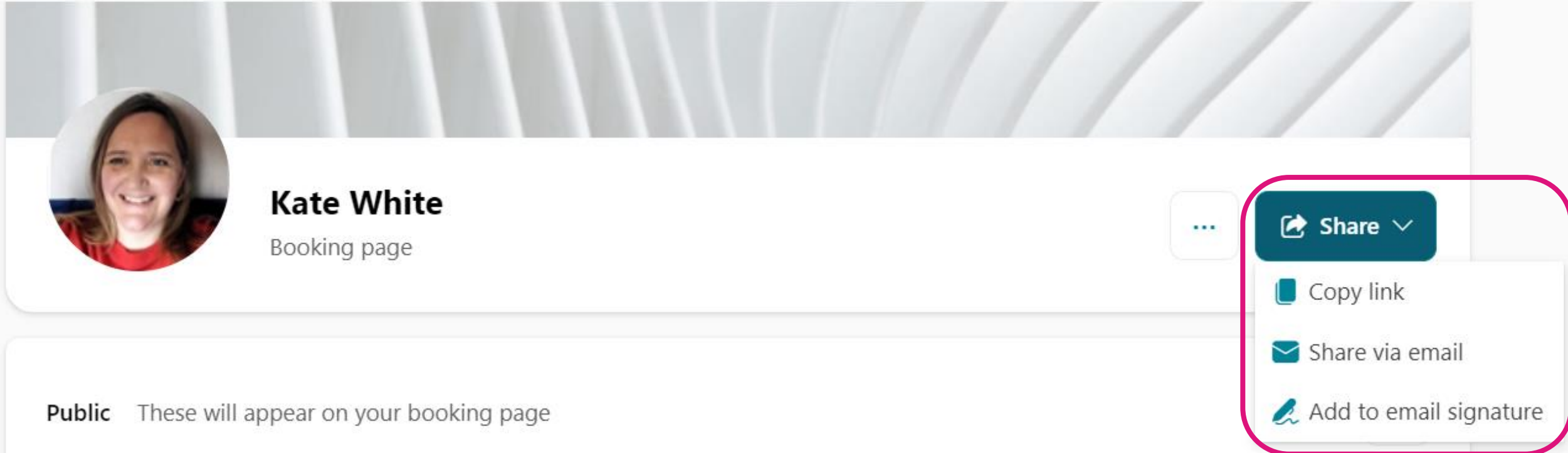
The screenshot displays a user interface for managing bookings. Two booking cards are visible:

- Card 1:** "Digital Foundations one to one" (45 MIN). Description: "Digital Foundations one to one - book a space with me to talk about any tech or digital issue including cyber security." A menu of actions is open over this card, with "Copy link" and "Share" highlighted by a red box.
- Card 2:** "Test for CDN" (30 MIN). Description: "Please book a space for a 1:1 chat with me". A menu of actions is open over this card, with the three-dot menu icon highlighted by a red box.

Below the cards, a "Share via email" dialog is open, featuring a "To" field with the placeholder "Add email addresses", a large text area for "Add a message", and "Back" and "Send" buttons at the bottom.



# Or share your entire Booking page



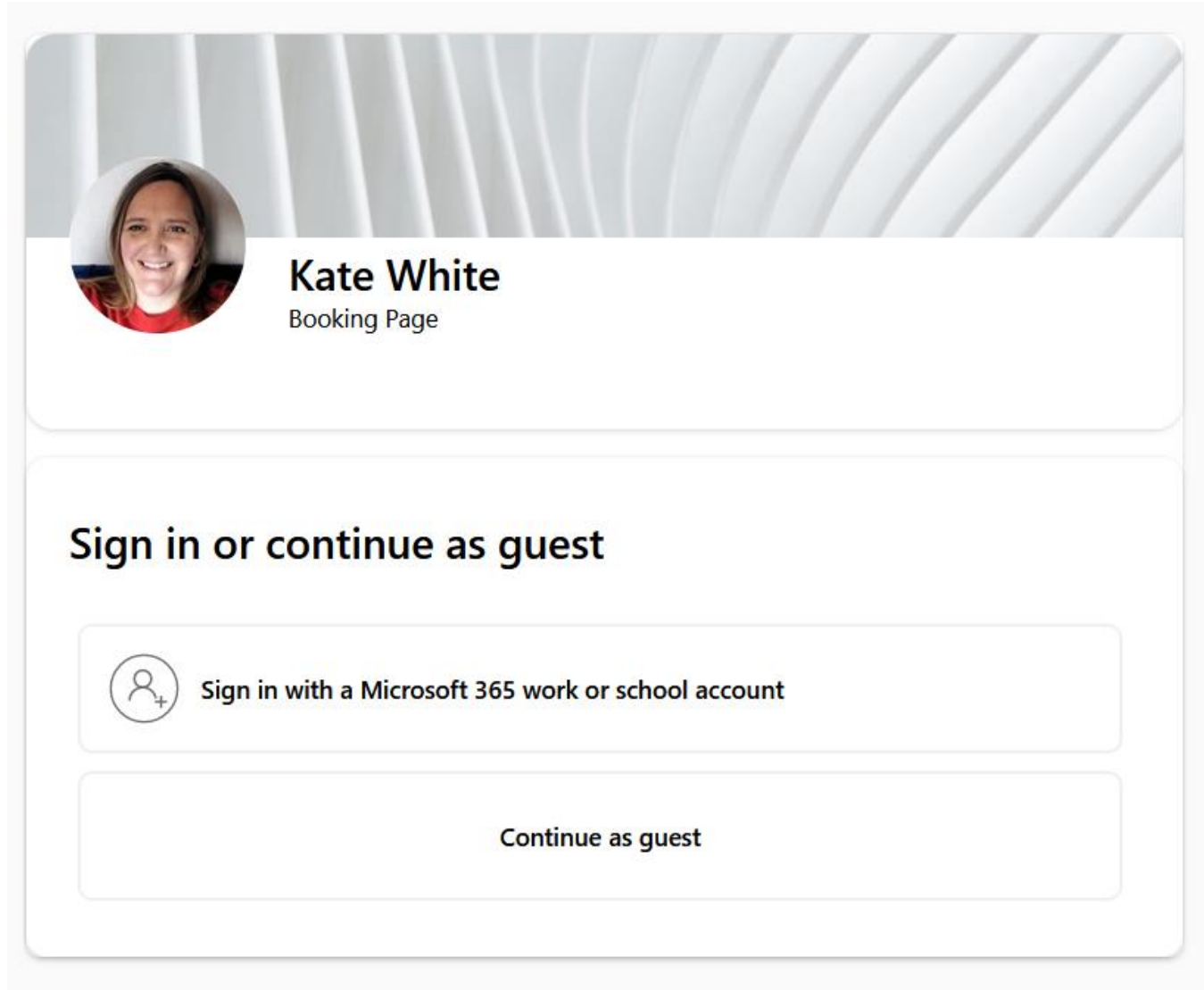
A screenshot of a booking page interface. On the left, there is a circular profile picture of a woman with long brown hair, smiling, wearing a red top. To the right of the profile picture, the name "Kate White" is displayed in bold black text, with "Booking page" underneath in a smaller, grey font. Further right is a three-dot menu icon. A dropdown menu is open, showing four options: "Share" (with a share icon and a downward arrow), "Copy link" (with a link icon), "Share via email" (with an envelope icon), and "Add to email signature" (with a pen icon). The entire dropdown menu is highlighted with a pink rounded rectangle. Below the profile picture and name, the text "Public These will appear on your booking page" is visible.

- ✓ Choose to Share via a Link, Email or Add to your email signature



# Booking view for 'clients'

- ✓ People choose to either Sign in if they have a M365 account (optional)
- ✓ Or to Continue as guest (might be good to direct them to this option)



The screenshot displays a user profile for 'Kate White' with a circular profile picture and the text 'Booking Page' below it. Below the profile is a section titled 'Sign in or continue as guest' containing two buttons: 'Sign in with a Microsoft 365 work or school account' (with a person icon) and 'Continue as guest'.




# Booking an appointment (client view)

✓ People choose the meeting they want to book (this is where the description is important to explain what each booking type is where you have more than one)

✓ And then the slot that's most convenient for them

## Choose a meeting type

 **Test for CDN**  
30 MIN  
Please book a space for a 1:1 chat with me

## Available times

2023 June ↑ ↓

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>19</b>	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

## Monday, June 19

12:30 PM
1:00 PM
5:30 PM

# Notification of a booking for booker

- ✓ They'll receive a calendar invite email
- ✓ They should then RSVP to add to their calendar
- ✓ They can also click on the Manage meeting link to reschedule or cancel

The screenshot shows a calendar notification for a meeting. At the top, there is a blue button labeled 'RSVP' and a three-dot menu icon. Below this, the meeting title 'Kate White - Test for CDN' is displayed, followed by the date and time 'Mon 19/06/2023 17:30 - 18:00' and the status 'No conflicts'. A message from 'Kate White <katewhite@superhighways.org.uk>' is shown, stating 'invited you' and 'Didn't respond 1'. Below the message, there are two tabs: 'Messages' and 'Meeting Details', with 'Meeting Details' being the active tab. The 'Meeting Details' section contains a note: 'This meeting was scheduled from the bookings page of Kate White.' Below this note, there is a link to 'Manage meeting' which is highlighted with a red box. To the right of the note, there is an 'Organiser' section showing 'Kate White' with a purple profile picture and the text 'Sent on Monday, 19/06/2023 at 10:27'. Below the organiser section, there is a section for 'Didn't respond: 1' with a purple profile picture and the text 'Kate White Required'. At the bottom of the screenshot, there is a note: '-----Note added from Just a test booking'.

**Kate White - Test for CDN** RSVP ...

Mon 19/06/2023 17:30 - 18:00 No conflicts

Kate White <katewhite@superhighways.org.uk> invited you  
Didn't respond 1

Messages Meeting Details

☰ *This meeting was scheduled from the bookings page of Kate White.*

Use the following link to reschedule or cancel this meeting:  
[Manage meeting](#)

-----Note added from Just a test booking

**Organiser**

KW Kate White  
Sent on Monday, 19/06/2023 at 10:27

∨ Didn't respond: 1

KW Kate White  
Required

# Notification of booking for you



## Kate White - Test for CDN



Mon 19/06/2023 17:30 - 18:00



*This meeting was scheduled from the bookings page of Kate White.*

Use the following link to reschedule or cancel this meeting:

[Manage meeting](#)

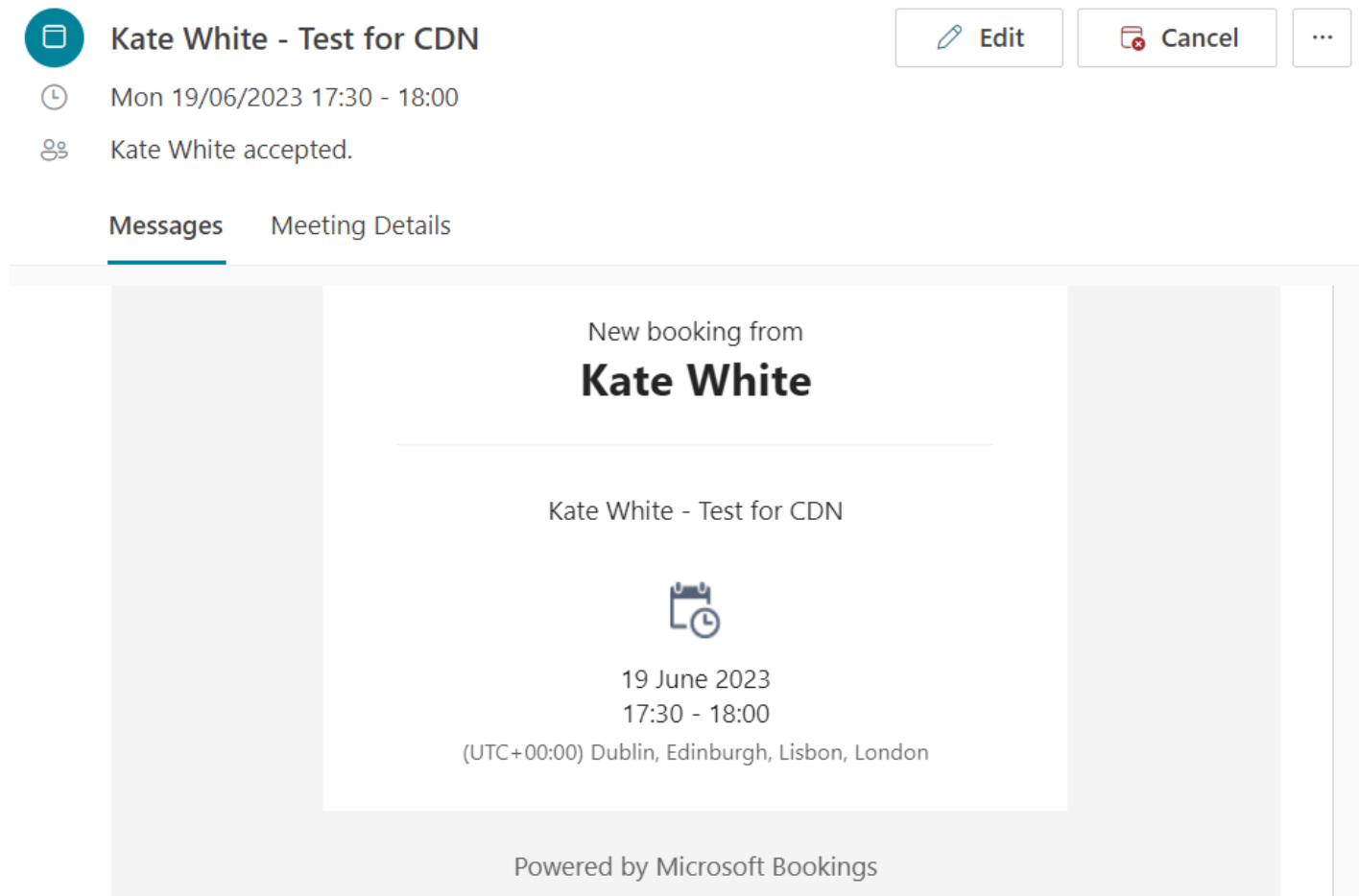
-----Note added from booking page on 19 June 2023 10:27-----  
Just a test booking

Powered by Microsoft Bookings



# Confirmation of a booking for you

✓ You'll then receive an email notification showing a booking has been made and confirmed by RSVP



The screenshot shows a meeting confirmation interface. At the top, there is a header for the meeting: "Kate White - Test for CDN" with a calendar icon, a clock icon, and a group icon. Below this, the date and time are listed: "Mon 19/06/2023 17:30 - 18:00". A status message says "Kate White accepted." To the right of the header are three buttons: "Edit" (with a pencil icon), "Cancel" (with a red 'x' icon), and a three-dot menu icon. Below the header, there are two tabs: "Messages" (which is selected and underlined) and "Meeting Details". The main content area shows a confirmation card with the text "New booking from **Kate White**". Below this, it says "Kate White - Test for CDN". There is a calendar icon with a clock, followed by the date and time: "19 June 2023 17:30 - 18:00". At the bottom of the card, it lists the location: "(UTC+00:00) Dublin, Edinburgh, Lisbon, London". At the very bottom of the interface, it says "Powered by Microsoft Bookings".

# Accessing bookings from your Booking page



**Kate White**

Booking Page

## Meeting details

You can manage this meeting from your calendar or the email confirmation sent to your inbox



Kate White - Test for CDN



17:30 - 18:00 Monday, June 19, 2023



(UTC+00:00) Dublin, Edinburgh, Lisbon, London



Please book a space for a 1:1 chat with me



Reschedule



Cancel meeting





New meeting




# Cancellation notifications

✓ If someone cancels their booking, you will receive a notification as shown

 **Kate White - Test for CDN** Edit Cancel

 Mon 19/06/2023 17:30 - 18:00

 Kate White accepted.


Messages (2) Meeting Details

---

Booking cancellation from  
**Kate White**

---

Kate White - Test for CDN



19 June 2023  
17:30 - 18:00  
(UTC+00:00) Dublin, Edinburgh, Lisbon, London

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