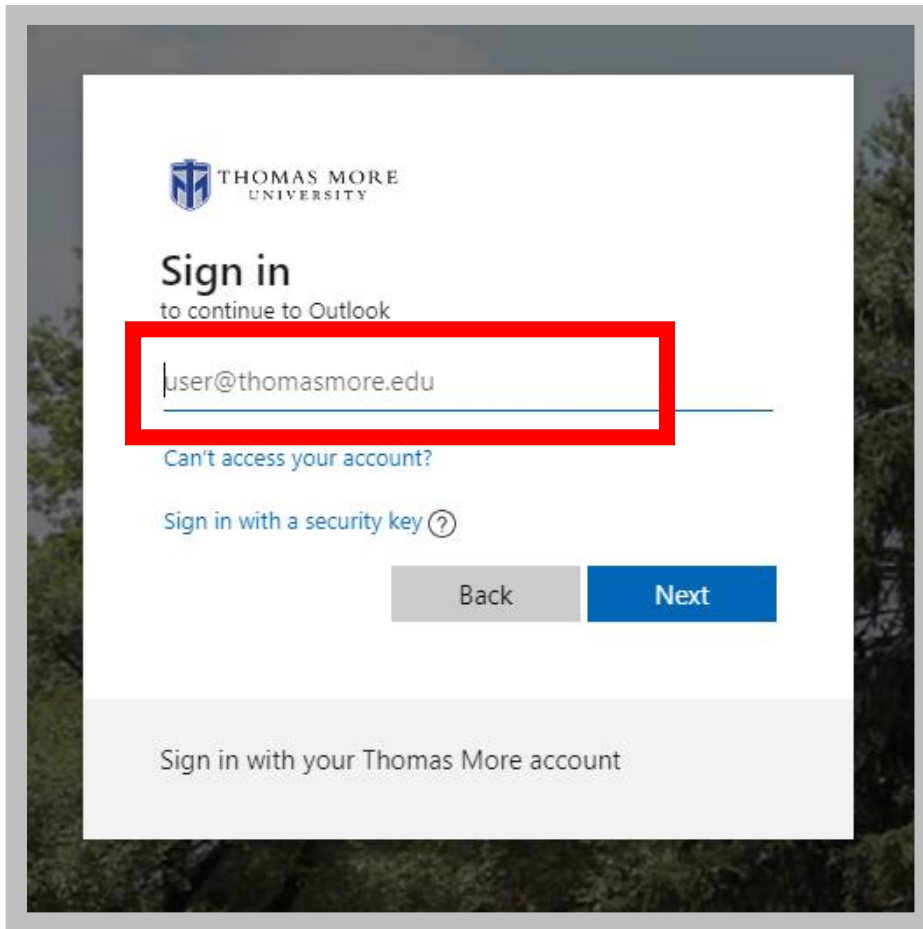




## How to Setup Bookings

This tutorial will show you how to create your own Microsoft Bookings page. Bookings is a scheduling tool that allows users to setup meetings very easily.

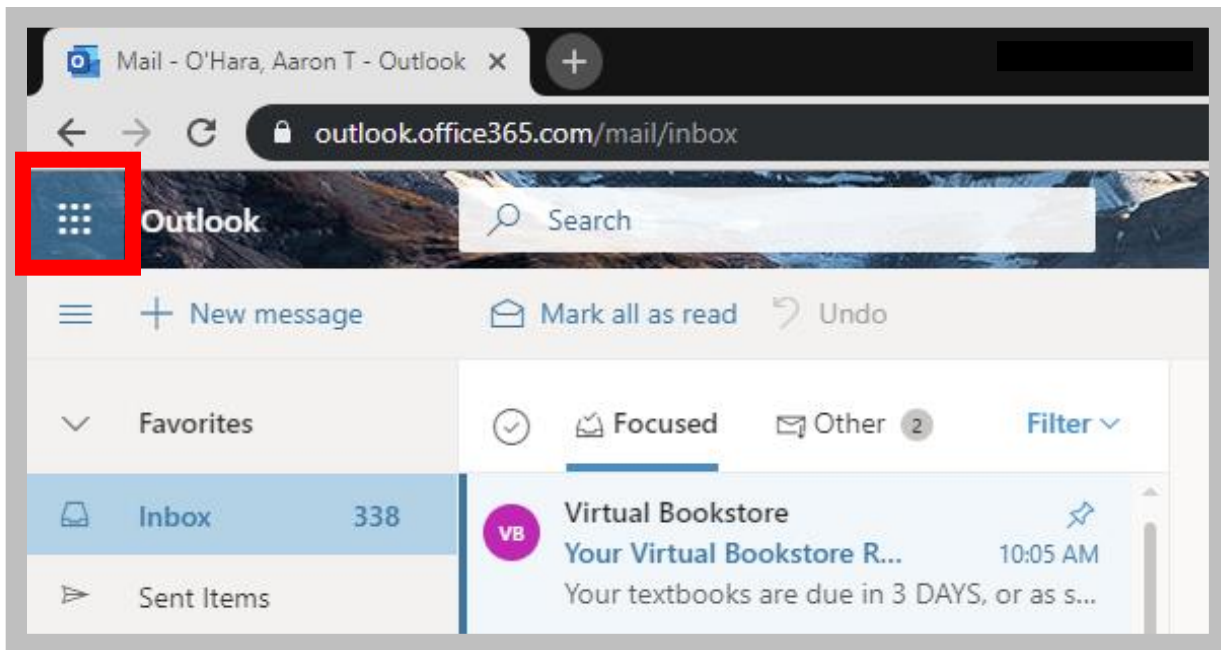
### 1. Browse to “<http://mail.thomasmore.edu>” and login



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If you need any assistance please contact the IT Helpdesk in one of the following ways. Browse to [www.helpdesk.thomasmore.edu](http://www.helpdesk.thomasmore.edu), call 859-344-3646, email [helpdeskticket@thomasmore.edu](mailto:helpdeskticket@thomasmore.edu), or stop by the Computer Center on the lower level of the administration building.

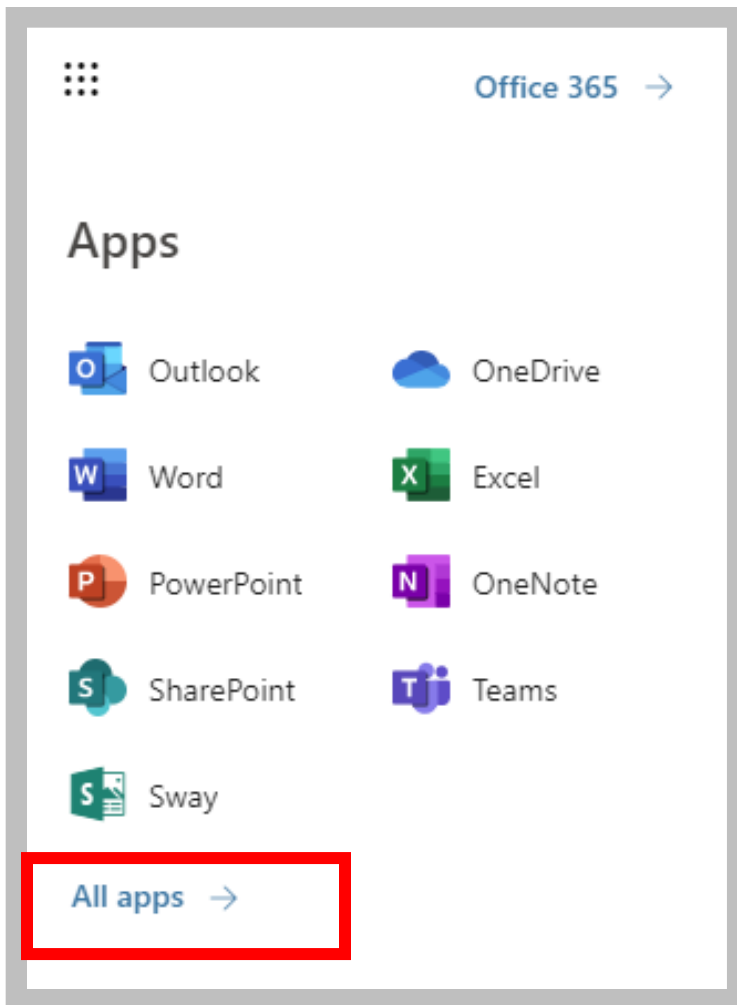
**2. Once you're in your email account, click the Apps button in the top left corner**



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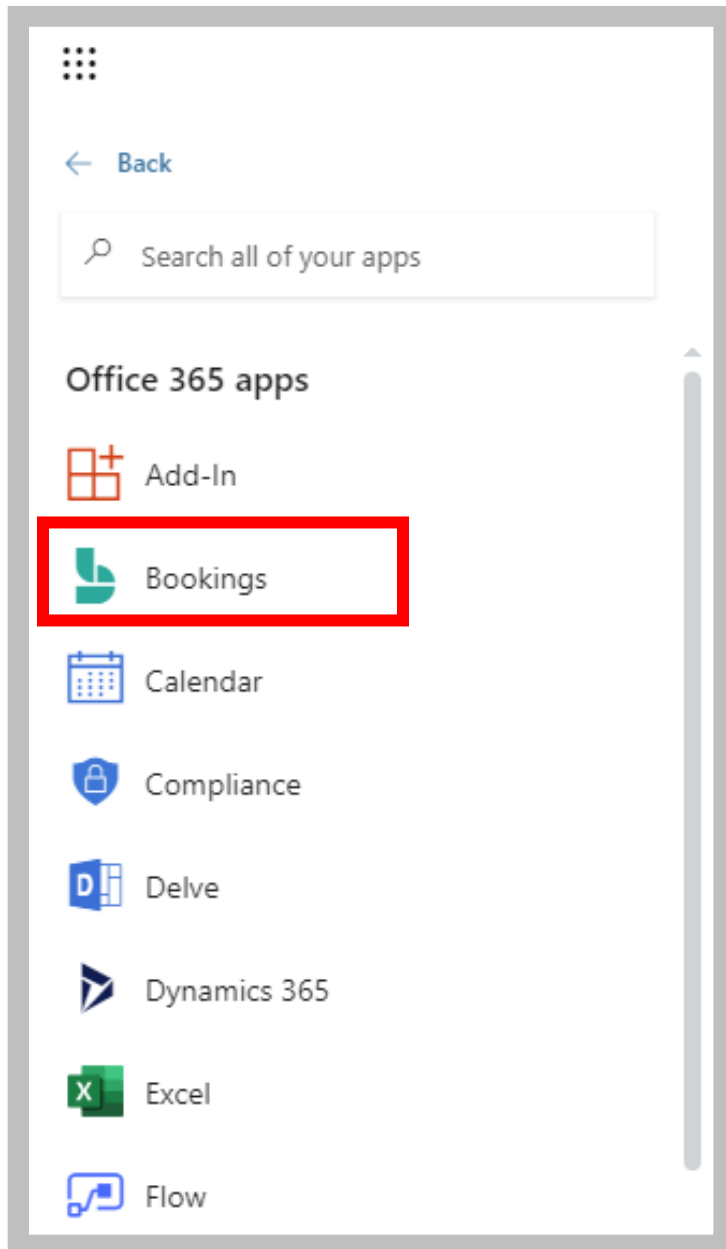
3. A list of the online Office applications will appear, click “All apps”



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#### 4. Click on Bookings



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5. It will walk you through getting started. For Business name you can type whatever you will be using Bookings for (Planning, Tutoring, Training, etc.) then click Continue

Welcome to Bookings

Tell us about your business

Business name

Business type

No thanks Continue

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## 6. Your Bookings page is now created

The screenshot shows the Outlook Bookings page for user Aaron T O'Hara. The browser address bar displays the URL: outlook.office365.com/owa/?path=/bookings/Test1@thomasmore.onmicrosoft.com. The page features a teal header with the user's name and a navigation sidebar on the left. The main content area includes a 'Booking activities (30 days)' section with summary cards for 'Bookings made' (0) and 'Estimated revenue' (\$0).

Office 365 Bookings

Good afternoon, O'Hara, Aaron T

New features and product tips

- NEW Add your calendar
- NEW Add buffer time
- NEW Get booked on Facebook

Booking activities (30 days)

Export 120 day view using a TSV file. Learn more

0	\$0	Custo
Bookings made	Estimated revenue (Learn more)	

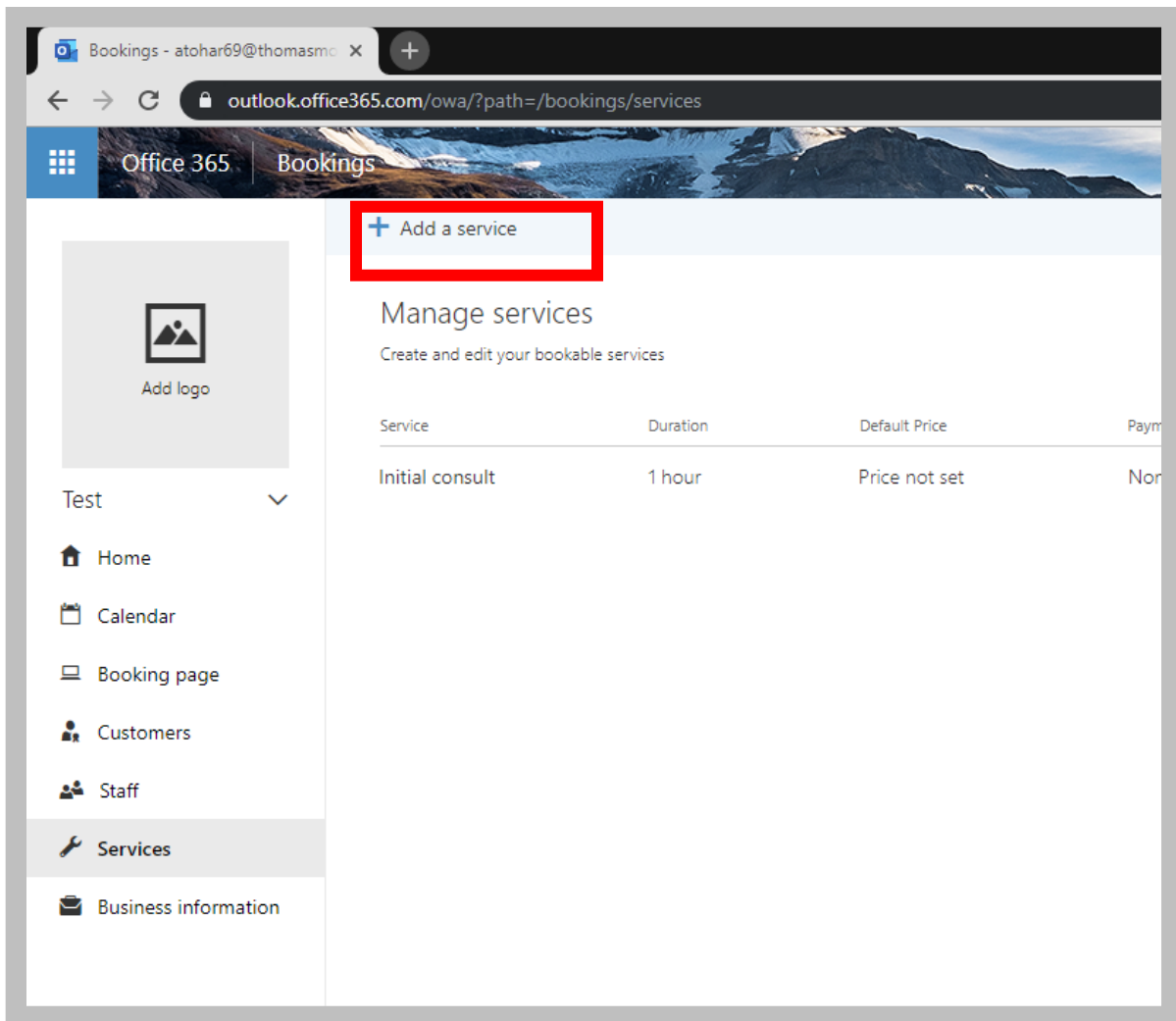
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## 7. Under the “Booking Page” tab on the left, you can customize what your page will look like.

The screenshot shows the Office 365 Bookings administration interface. On the left, a navigation pane includes options like Home, Calendar, and Booking page, with the latter highlighted in red. The main area is divided into several sections: 'Booking page status' (Not published), 'Booking page access control' (with checkboxes for account requirements and search engine indexing), 'Customer data usage consent' (with a checkbox and a text area for terms), 'Scheduling policy' (with dropdowns for time increments and lead times), and 'Customize your page' (with a color theme selector, a logo display checkbox, and region settings).

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**8. Under the Services tab on the left, you will be able to create Services by clicking “Add a service”**



Services are what the user will see when they are on your Bookings Page. They will be able to select a specific service to book.

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## 9. Under Business Information, you can name your page and identify your Business Hours/Availability.

Office 365 Bookings

Save Discard

### Business information

Enter an address and contact information for your business. This will be used on the booking form and in booking messages and reminders.

Business name  
Test

Business address  
Add a location

Business phone

Send customer replies to  
atohar69@thomasmore.edu

Website URL

Privacy policy URL

Terms and conditions URL

Business type

Currency  
USD (\$)

### Business hours

Enter information about your business hours.

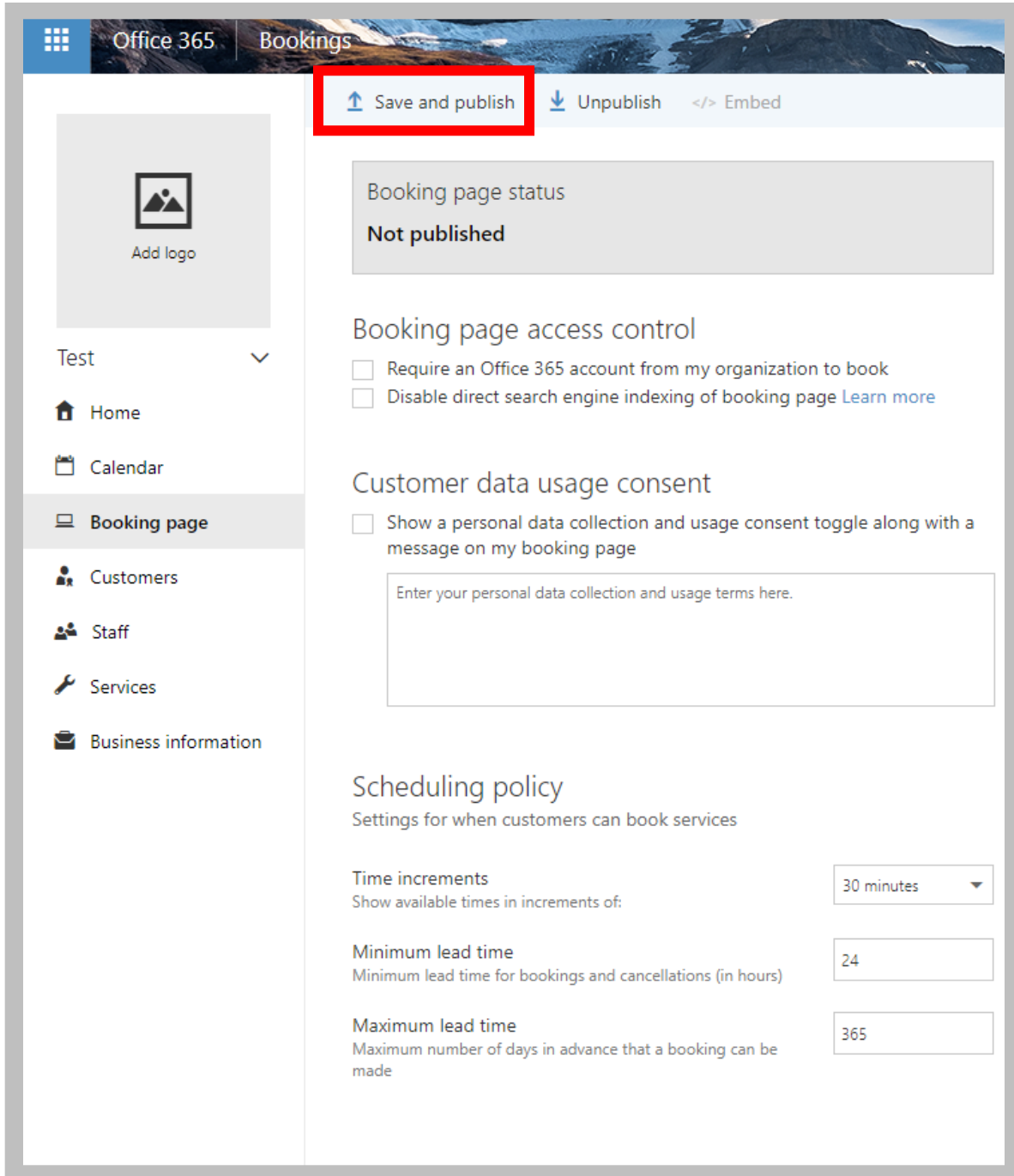
Sunday	Closed	+
Monday	8:00 AM - 5:00 PM	x +
Tuesday	8:00 AM - 5:00 PM	x +
Wednesday	8:00 AM - 5:00 PM	x +
Thursday	8:00 AM - 5:00 PM	x +
Friday	8:00 AM - 5:00 PM	x +
Saturday	Closed	+

If you are the creator of the Bookings page, you will want to add your email into the field that says “Send Customer replies to”. You can adjust your business hours/availability on the right. When a student goes to Book a session, they will only be able to book a time when you are available.

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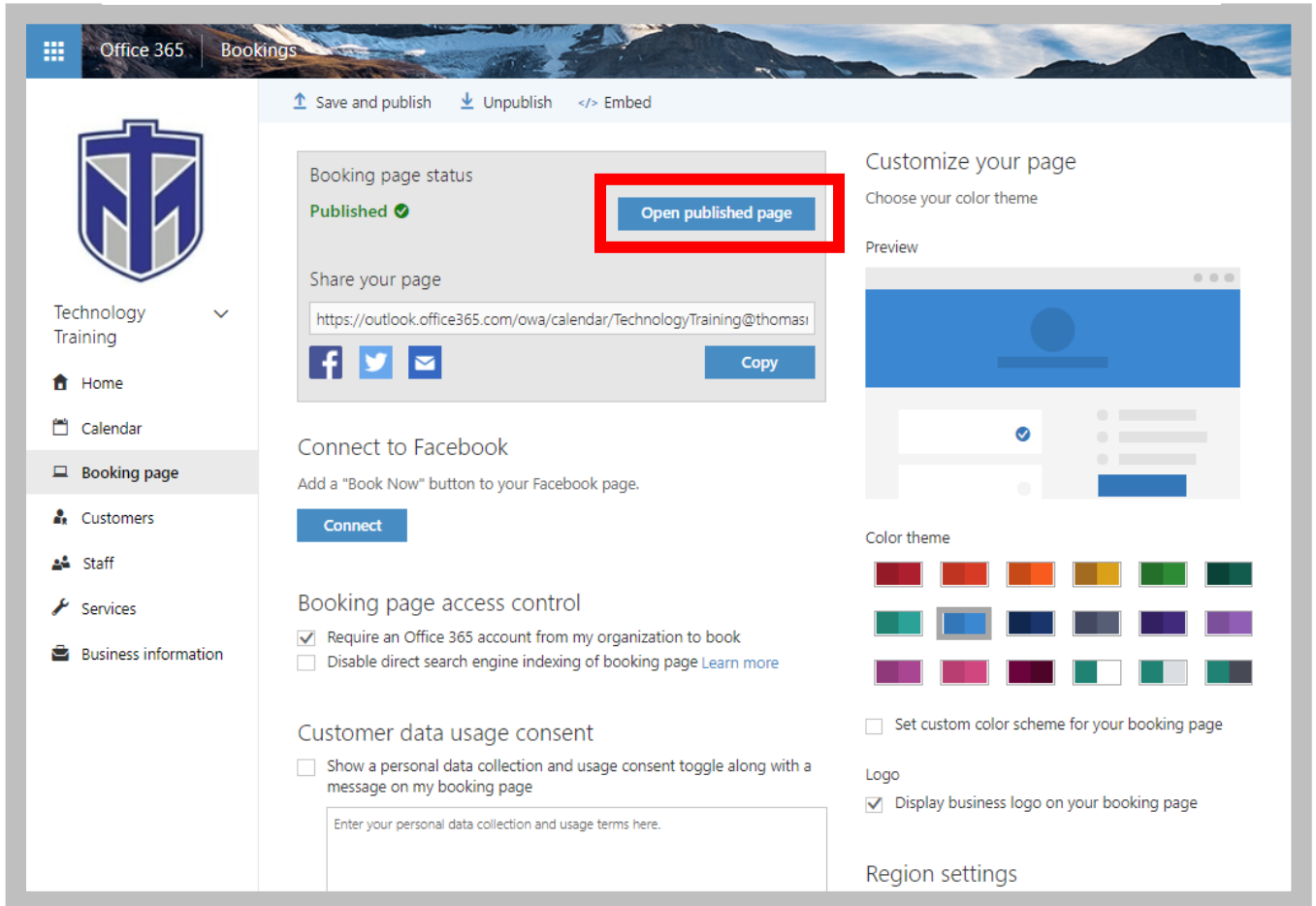
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**10. Once you are ready to publish your page, click on the “Booking page” button on the left and click “Save and publish”. This will publish your Bookings site so that users can Book sessions with you**



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**11. Once your page is published, click “Open published page.” The link to your page will also be below where it says “Share your page”**



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**12. This is what your page will look like. Under “Select service” the user will pick the service they want. Then they will need to select a time. Then add their name, email, etc. Finally, they will need to click “Book”**

The screenshot shows a web interface for booking technology training sessions. It is titled "Technology Training" and is divided into three main sections:

- Select service:** A list of services with their durations and information icons. The services listed are:
  - Student Support (15 minutes)
  - Cognos (30 minutes)
  - Avaya Phones (30 minutes)
  - Skype Training (30 minutes)
  - Downloading Microsoft Office 365 (30 minutes)
  - Tech Carts (30 minutes)
  - OneDrive (30 minutes)
- Select time:** A calendar for August 2019. A message box says "Select a service and date to see available times." The calendar shows days from Sunday to Saturday with dates 1 through 31.
- Add your details:** A form with input fields for Name, Email, Phone number (optional), and Address (optional). There is also a text area for "Notes (optional)" and a note that says "Please let us know if you have any special requests. Thank you."

At the bottom of the form is a blue "Book" button.

**You will receive a confirmation email when a user books a session.**

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