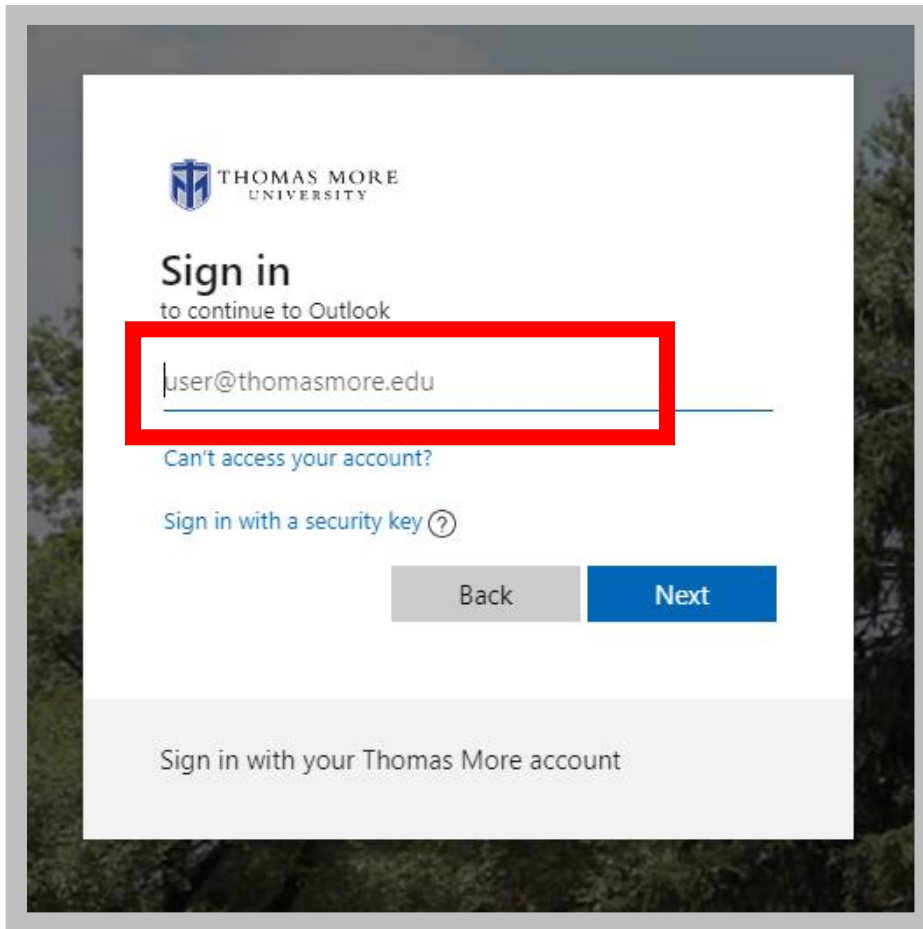# How to Setup Bookings

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.
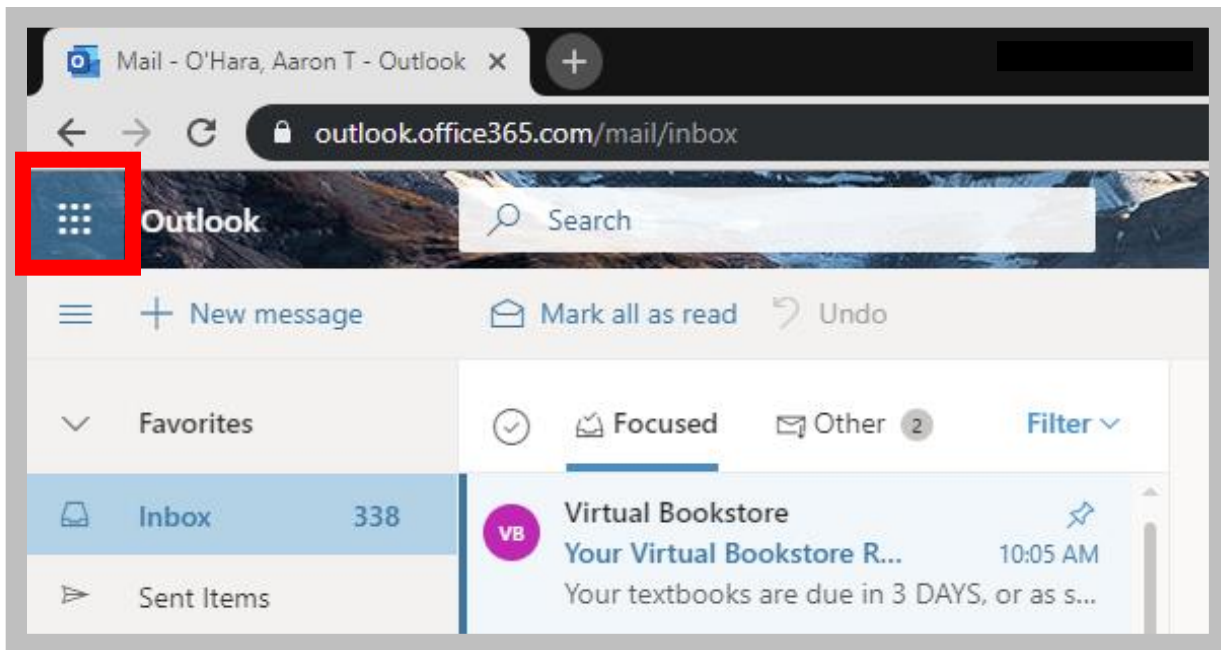
1. Browse to "http://mail.thomasmore.edu" and login

If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.
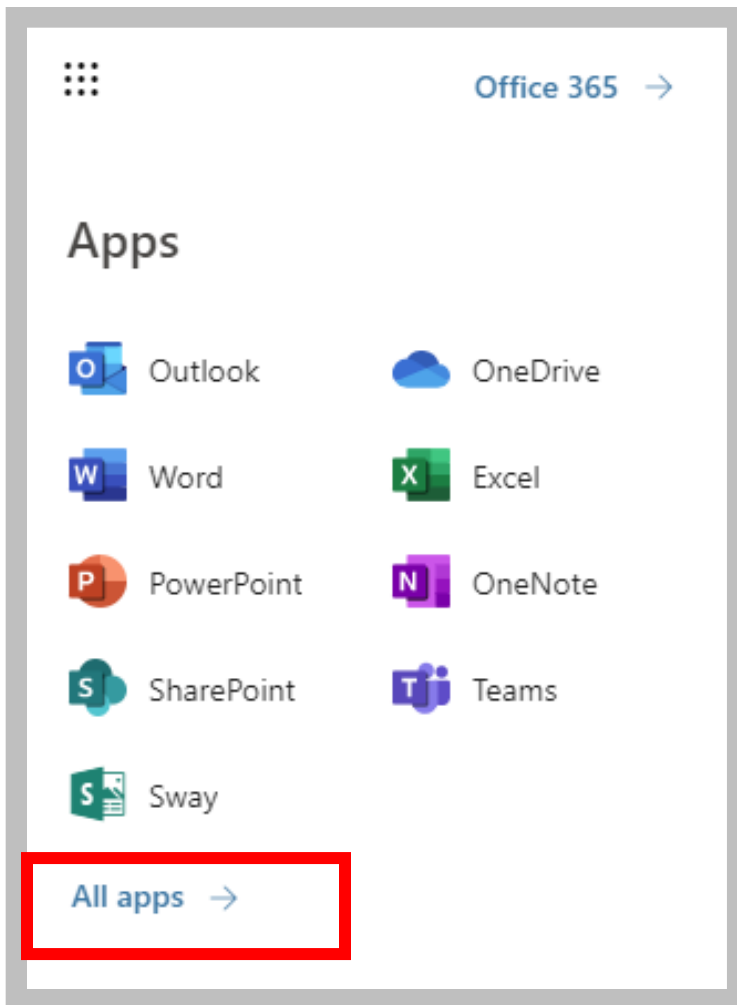
2. Once you're in your email account, click the Apps button in the top left corner

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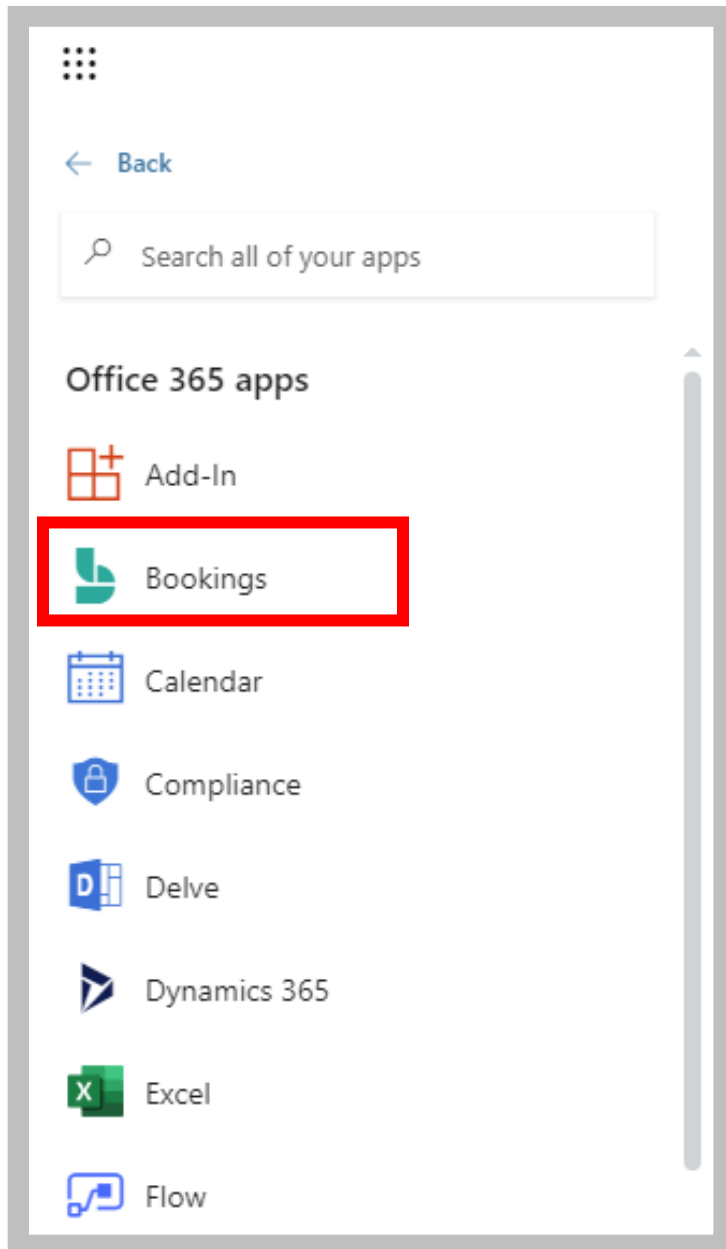
3. **<u>A list of the online Office applications will appear, click "All apps"</u>**

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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**

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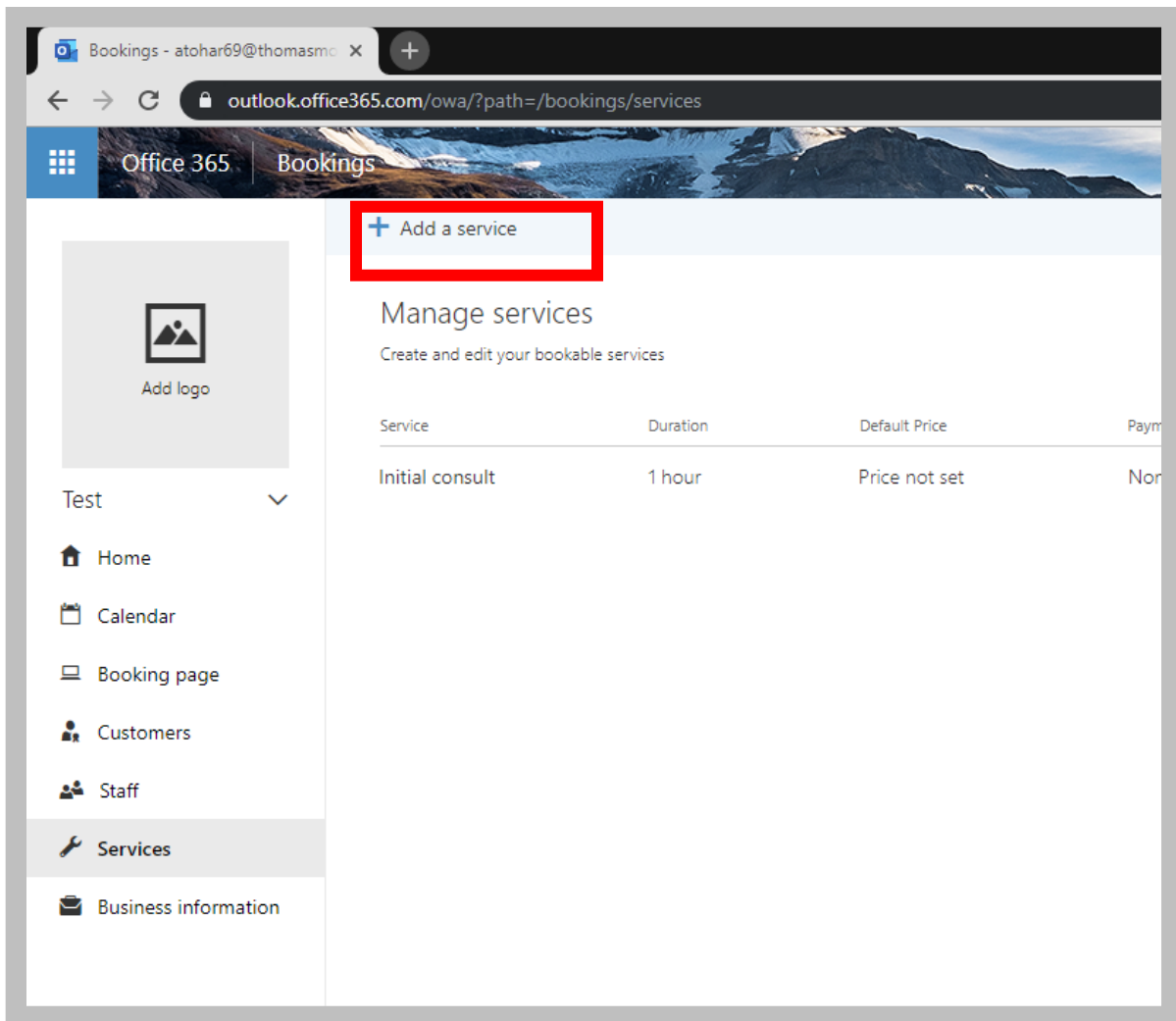## 7. Under the "Booking Page" tab on the left, you can customize what your page will look like.

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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.**

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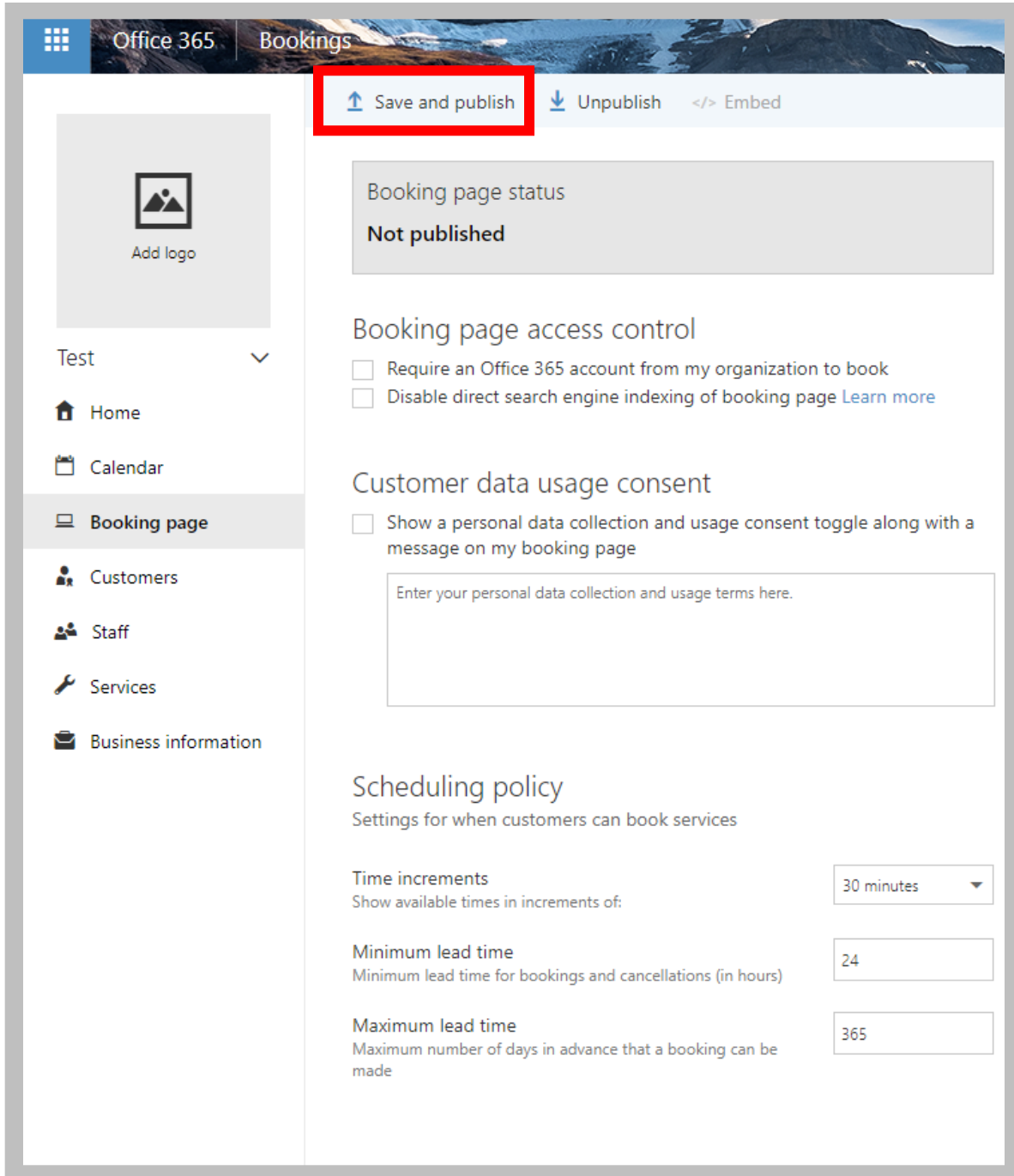
If you need any assistance please contact the IT Helpdesk in one of the following ways. Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

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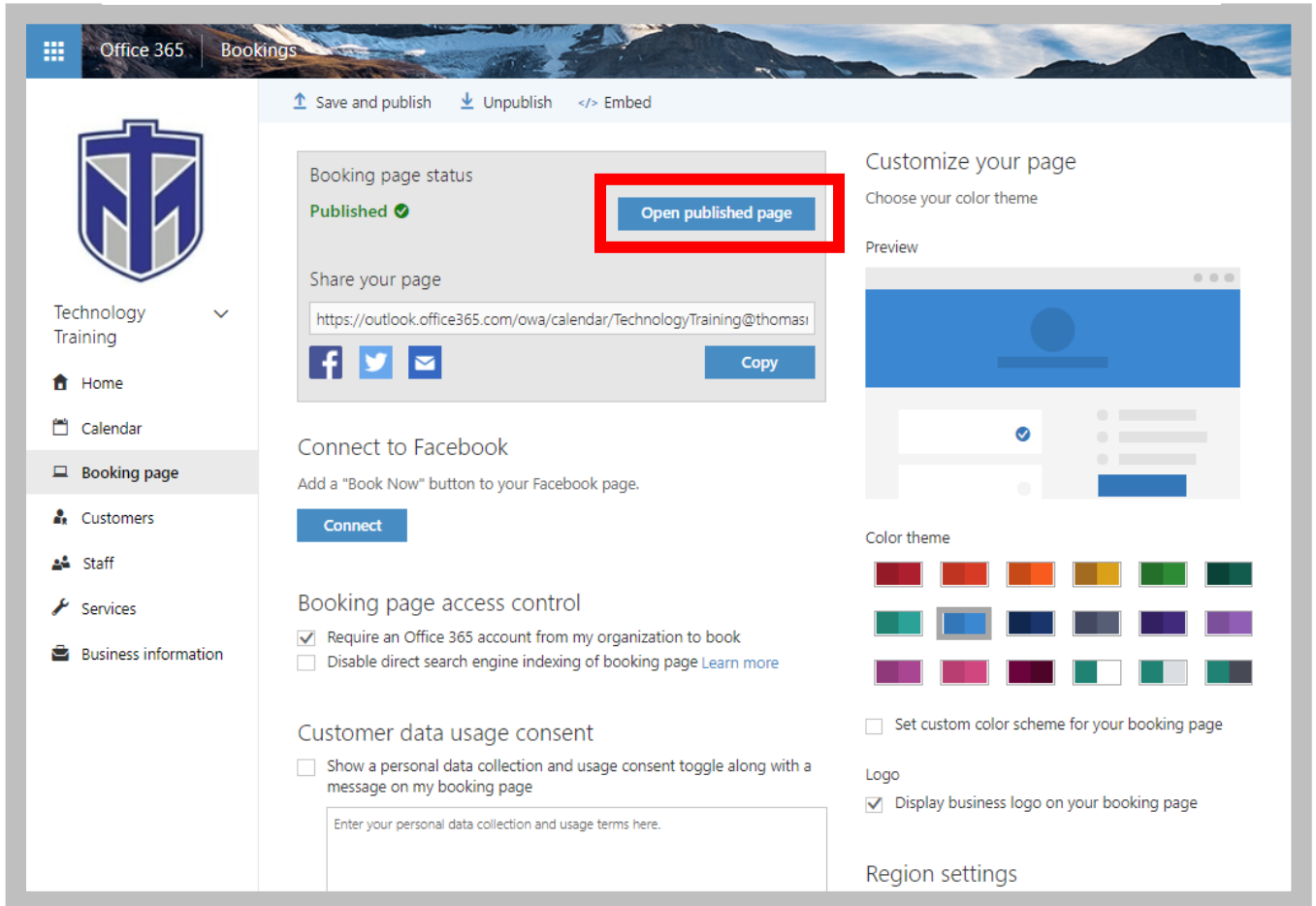
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12. This is what your page will look like. Under "Select service" the user will pick the service they want. Then they will need to select a time. Then add their name, email, etc. Finally, they will need to click "Book"

Technology Training

Select service

Student Support	ⓘ	Downloading Microsoft Office 365	ⓘ
15 minutes		30 minutes	
Cognos	ⓘ	Tech Carts	ⓘ
30 minutes		30 minutes	
Avaya Phones	ⓘ	OneDrive	ⓘ
30 minutes		30 minutes	
Skype Training	ⓘ		
30 minutes			

Select time

< > August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select a service and date to see available times.

Add your details

Name

Email

Phone number (optional)

Address (optional)

Please let us know if you have any special requests. Thank you.

Notes (optional)

Book

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

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