**Microsoft Bookings**

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**How to access**

-Log in to email

-Go to waffle on the side where you log in to Onedrive and click on bookings. (If you do not see it clock “All Apps.”

-When you open up Microsoft bookings you will see tabs on the right side that say: Home, Calendar, Bookings Page, Customers, Staff, Services, Business Information

**Work Backwards**

**Business information:**

-Enter business information- Name, address, phone number, email

-Change the picture if you would like

-Enter business hours

**Services**

* + Add a Service
* Service name-Parent Teacher Conferences
* Description- 10 minute conference about your child’s progress.
* Default location- (Do not change anything keep it off.)
* Duration- 10 minutes
* Attendees- 1
* Price (N/A)
* Custom fields; Modify (customer email, phone number, address, customer notes)At the top you can add a text question.

I would suggest not making any of the listed fields mandatory, unless you would like. But I would add a question asking for the child’s name.

-Reminders and Confirmation- (1 day). Can add email reminder and any additional information for email confirmation. Can also enable text message notifications (they have to put in their phone number for this)

-Publishing options (check)

-Online scheduling options (uncheck)

-Scheduling policy- Time increments (10 min)

-Staff – (you do not need to add any staff)

-Email notifications: Both checked if wish.

-Availability- General (not bookable), Availability during these dates 2/10-2/10, Hours 1:00-4:00 PM and 6:00-8:00 PM, not bookable on other days.

-Click Save

**Staff** – you do not need to add any staff

**Customers-** They will appear once you have customers.

**Booking page:**

-Publish to receive the link.

-Booking page access control: Check “Disable direct search engine indexing of booking page.

-Scheduling policy: Time increments

-Email notifications

-Staff

-Availability- Bookable when staff are free

-Customize your page: You can customize the theme.

-Save and publish

**Calendar**

Can view your calendar, make a new booking.

Home

Send the link out to parents and have them start booking!

Once parents book you will receive an email about the time they booked.

