**A picture containing graphical user interface

Description automatically generatedMicrosoft Bookings**

**Ms. Alyssa Tortora**

**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.”

Graphical user interface, application

Description automatically generated with medium confidence-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.

Graphical user interface, text, application, Teams

Description automatically generated