



Helps book appointments. It is integrated with Microsoft calendar. Avoids double bookings. Meetings are virtual through Teams and a link is automatically generated and send to your customers (parents).

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To start:

- Go to the waffle, click Bookings. If you don't see it, click "All Apps". Type a business name (ex: Ms. Randazzo- Technology)
- Microsoft Bookings: This is what you will see on the left side. Tabs: Home, Calendar, Booking Page, Customers, Staff, Services, Business Information. You can edit your picture if you wish.
- Work Backwards to enter information:
 - Business Information: Enter business information: Name, address, phone number, email. Enter business logo (or any picture you choose)
 - Enter business hours
 - Services: + Add a Service Service name-Parent Teacher Conferences
 - Description-20-minute conference regarding student progress.
 - Default location-Toggle Add online meeting (Via Teams) Duration-20 minutes
 - Attendees: 1 Price (N/A) Custom Fields-Modify (customer email, phone number, address, customer notes).
 - At the top you can ask a text question or a dropdown question (What is your child's name) Reminders and Confirmation (1 day).
 - Can add email reminder and any additional information for email confirmation. Can also enable text message notification (they have to input their cell number for this)
 - Publishing options (check) Online scheduling options (uncheck) Scheduling policy: Time increments (20min), Minimum lead time in hours, Max lead time in days.
 - Staff: Allow customers to choose staff Email notifications: Both checked if wish.
 - Availability: General (not bookable), Availability during these dates: 11/23- 11/23, Hours: custom hours 1-4, 4-6, not bookable on other days.
 - Assign staff: Teacher(s) CLICK SAVE o Staff: Add co-teacher if needed.
 - 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". This way no one can search it on Google or Bing or any other search engine.
 - Scheduling Policy: Time increments, minimum lead time, maximum lead time. Email notifications (check both boxes if you wish)

- Staff Availability: Bookable when staff are free Customize your page: You can customize the theme and show the logo.
- Save and publish
- Calendar: Can view your calendar, make a new booking, etc.
- The calendar automatically syncs to your Microsoft calendar. You will automatically have a Teams link for your conference.
- Home