

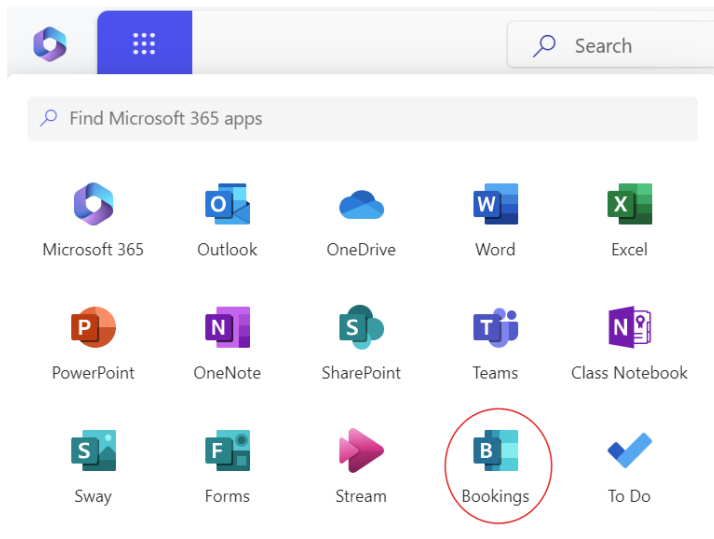
## MS Bookings Workshop – Handout:

Using Option 1 or 2:

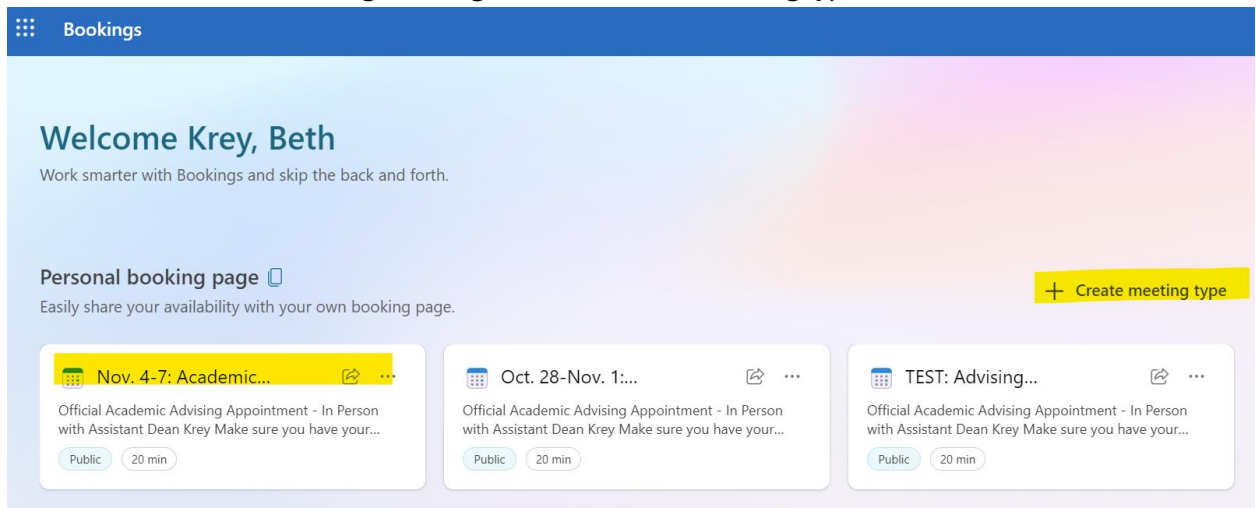
OPTION 1: Within Personal booking page: Create or edit existing meeting that uses specific open days/times on your Outlook calendar

OPTION 2: Within Personal booking page: Create or edit existing meeting that uses any open time within parameters on your Outlook calendar

1. Log into One Drive: Go to <https://portal.office.com/>
2. Navigate to the Bookings app:



3. You will either edit an existing meeting, or create a new meeting type



4. Follow these prompts to fill in areas:

Edit meeting type

The screenshot shows the 'Edit meeting type' form in Microsoft Bookings. At the top, there is a title field with a calendar icon and the text 'Nov. 4-7: Academic Advising with Dean Krey'. Below this is a 'Category' dropdown menu with a plus icon and the text 'Category', and a '1:1' button. A note box contains the text: 'Official Academic Advising Appointment - In Person with Assistant Dean Krey. Make sure you have your settings set to Central Time zone when you schedule.' The location field shows 'OB 111J Swift Student Center' with a location pin icon and a close button. To the right of the location field is a 'Teams meeting' toggle switch, which is currently turned off. Below the location field is a 'Timing' section with a clock icon, a 'Custom' dropdown menu, a '20' input field, and a 'mins' label. At the bottom, there are two options for meeting visibility: 'Public' (highlighted in green) and 'Private'. The 'Public' option is selected, and its description is 'These will appear on your booking page'. The 'Private' option is described as 'Only people with a booking link can view this'.

Nov. 4-7: Academic Advising with Dean Krey

+ Category 1:1

Official Academic Advising Appointment - In Person with Assistant Dean Krey  
Make sure you have your settings set to Central Time zone when you schedule.

OB 111J Swift Student Center Teams meeting

Custom 20 mins

**Public**  
These will appear on your booking page

**Private**  
Only people with a booking link can view this

- Give your meeting a title: Example... Academic Advising with Professor Krey
- Any extra information to add that you want the student booking the appointment to know? Copy and paste from the email shared about MS Bookings on September 24, 2024.
- Location: How will students find you? Make it clear where to meet. Toggle the Teams meeting to “off” to ensure in person.
- Timing: Custom, then 20 minutes
- Public or Private: Always select Public
- If the system prompts you with a pre-selected box to add the Bookings link to your Marquette email signature, UNCHECK this unless you want this to BE your Outlook signature. Leaving checked will replace your Marquette email signature.

5. Now set up your appointment time blocks – two examples to review
- OPTION 1: Within Personal booking page: Create or edit existing meeting that uses specific open days/times on your Outlook calendar

☒ Only during the following date range

Start \*

2024-11-04



End (inclusive) \*

2024-11-07



Sunday

Not bookable

+

Monday

11:00 AM



12:00 PM



×

2:00 PM



3:00 PM



×

+

Tuesday

Not bookable

+

Wednesday

2:00 PM



4:00 PM



×

+

Thursday

9:00 AM



11:00 AM



×

+

Friday

Not bookable

+

Saturday

Not bookable

+

OPTION 2: Within Personal booking page:  
Create or edit existing meeting that uses any  
open time within parameters on your  
Outlook calendar.

☒ Only during the following date range

Start \*

2024-10-28



End (inclusive) \*

2024-11-07



Sunday

Not bookable

+

Monday

9:00 AM



2:00 PM



×

+

Tuesday

Not bookable

+

Wednesday

9:00 AM



2:00 PM



×

+

Thursday

9:00 AM



2:00 PM



×

+

Friday

9:00 AM



12:00 PM



×

+

Saturday

Not bookable

+

6. Then select:

Buffer time before meeting

0 mins

Buffer time after meeting

0 mins

Limit start time to

20-min intervals

Minimum lead time

Custom

2 hrs

Hours

Days

Maximum lead time


90 days

TEST: Advising Appointment Using ... • 20 mins

- Do you want any buffer time before or after meetings?
- If you add buffer time you may need to adjust the limit start time accordingly. Example: If you are free from 10-11 AM, and a student schedules a 20 minute appointment. Then due to the buffer, the next appointment couldn't start until 10:25-10:45, so you would want to edit the "Limit start time" 5-minute intervals so that a 10:25 option appears.
- Minimum lead time: no more than 4 hours, and less if possible due to how quickly students search for appointments, sometimes day of.

7. Last, I recommend sending an email reminder the day before. Some appointments will be scheduled 3 weeks in advance – this reminder can be helpful to students who use Outlook infrequently.

#### Email reminders

 Send reminder emails to the person booking time with you before the appointment.

 Add an email reminder

Timing

1 day before

Message

A

B

I

U

A

Official Academic Advising Appointment - In Person with Assistant Dean Krey

- Save changes

8. Fully save the meeting type:

<

TEST: Advising Appointment Usin...

Share


Delete

Save


9. Check what your link looks like and that your time zone is set to CT.

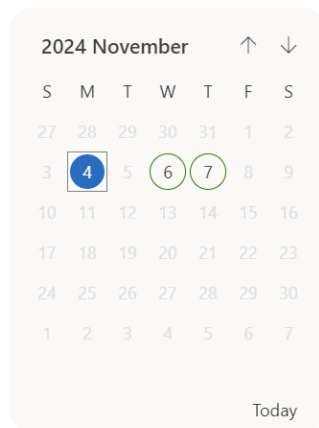
Personal booking page   
Easily share your availability with your own booking page.

- Copy and paste your Personal booking page link to a new browser window.

 **TEST: Advising Appointment Using Free Time**  
20 MIN  
Official Academic Advising Appointment - In Person  
with Assistant Dean Krey Make sure you have your  
settings set to Central Time zone when you schedule...

Available times

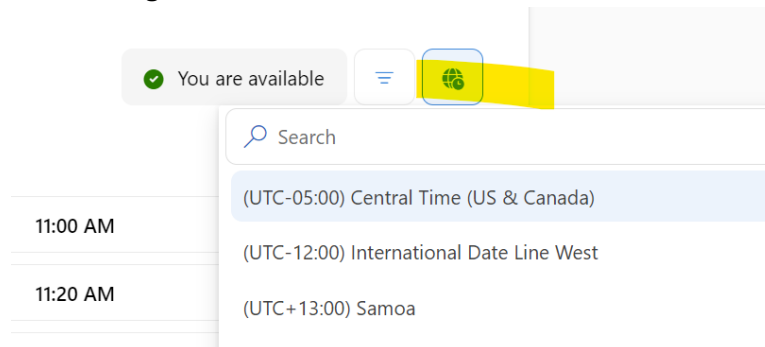
 You are available



Monday, November 04

11:00 AM	
11:20 AM	
11:40 AM	
2:00 PM	
2:20 PM	
2:40 PM	

- Are the days/times you expected there?
- Select the globe button and check it's Central



- You can always go back to your Bookings meeting links and edit times, and review your Outlook schedule for any accidental “blocks”.

10. Once satisfied with your MS Bookings page(s), copy the link and share!

Personal booking page

Easily share your availability with your own booking page.

+ Create meeting type

Share



Nov. 4-7: Academic...



Official Academic Advising Appointment - In Person  
with Assistant Dean Krey Make sure you have your...

Public

20 min



Oct. 28-Nov. 1:...



Official Academic Advising Appointment - In Person  
with Assistant Dean Krey Make sure you have your...

Public

20 min



TEST: Advising...



Official Academic Advising Appointment - In Person  
with Assistant Dean Krey Make sure you have your...

Public

20 min