

## MS Bookings Workshop – Handout:

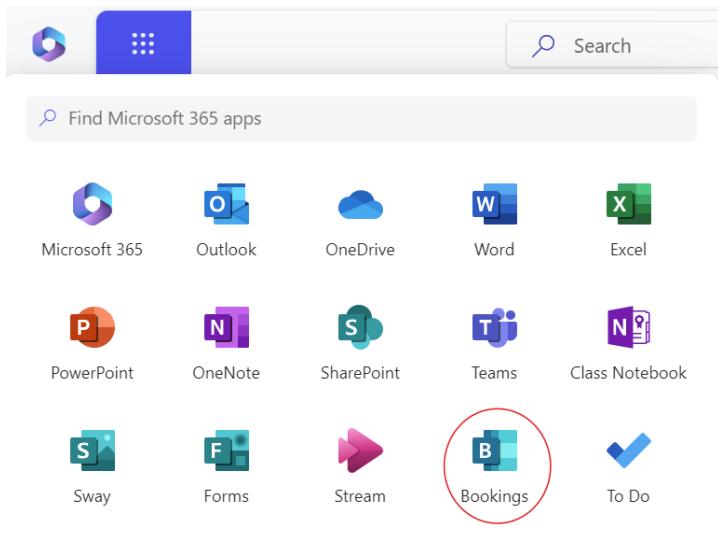
Using Option 1 or 2:

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

A screenshot of the Microsoft Bookings personal booking page. The top navigation bar shows 'Bookings'. The main area is titled 'Welcome Krey, Beth' with the sub-instruction 'Work smarter with Bookings and skip the back and forth.' Below this is a section titled 'Personal booking page' with the sub-instruction 'Easily share your availability with your own booking page.' A yellow button on the right says '+ Create meeting type'. There are three cards showing existing meetings: 'Nov. 4-7: Academic...' (Official Academic Advising Appointment - In Person with Assistant Dean Krey Make sure you have your...), 'Oct. 28-Nov. 1:...' (Official Academic Advising Appointment - In Person with Assistant Dean Krey Make sure you have your...), and 'TEST: Advising...' (Official Academic Advising Appointment - In Person with Assistant Dean Krey Make sure you have your...). Each card includes a 'Public' button and a '20 min' button.

4. Follow these prompts to fill in areas:

Edit meeting type

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	X	
	2:00 PM	3:00 PM	X	+
Tuesday	Not bookable			+
Wednesday	2:00 PM	4:00 PM	X	+
Thursday	9:00 AM	11:00 AM	X	+
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	X	+
Tuesday	Not bookable			+
Wednesday	9:00 AM	2:00 PM	X	+
Thursday	9:00 AM	2:00 PM	X	+
Friday	9:00 AM	12:00 PM	X	+
Saturday	Not bookable			+

6. Then select:

 Advanced options

<input checked="" type="checkbox"/> Buffer time before meeting	0 mins	
<input checked="" type="checkbox"/> Buffer time after meeting	0 mins	
Limit start time to	20-min intervals	
 Minimum lead time	Custom 2 hrs	<input checked="" type="radio"/> Hours <input type="radio"/> 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<sup>o</sup> B I U 

Official Academic Advising Appointment - In Person with Assistant Dean Krey

- Save changes

8. Fully save the meeting type:

< TEST: Advising Appointment Usin...

 Share

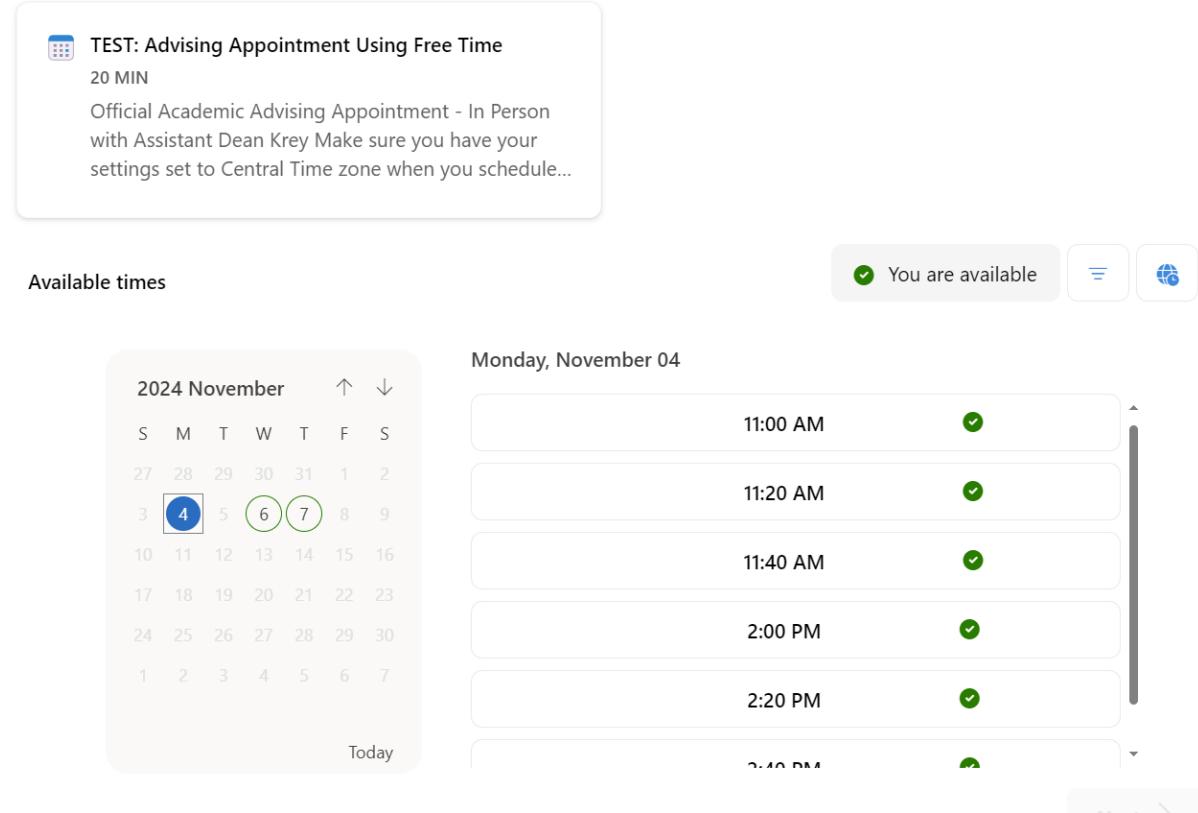
 Delete

 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

Monday, November 04

2024 November

S	M	T	W	T	F	S
27	28	29	30	31	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
1	2	3	4	5	6	7

Today

11:00 AM 

11:20 AM 

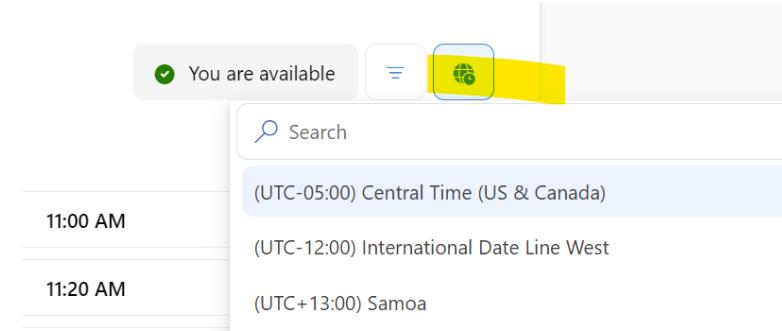
11:40 AM 

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 are available 

 Search

(UTC-05:00) Central Time (US & Canada)

(UTC-12:00) International Date Line West

(UTC+13:00) Samoa

- 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...

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 TEST: Advising...

 ...

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