Nottingham Trent University

Microsoft Bookings guide for tutorials

Microsoft Bookings is an online and mobile app used to schedule appointments. It offers students an at-a-glance view of your availability and allows them to book appointments - within certain parameters which you define. This can be used to schedule tutorials and other one to one meetings with students.

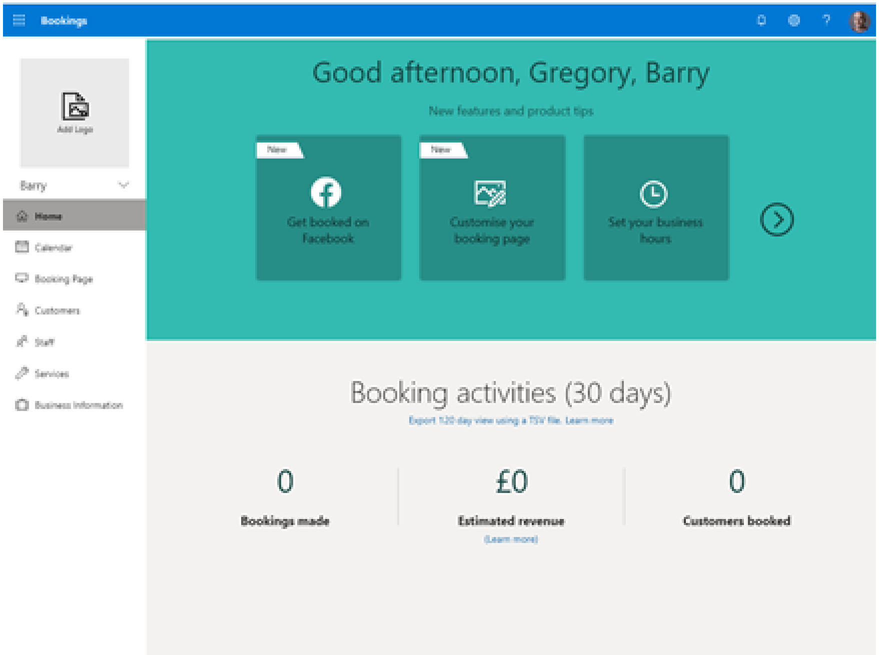
Bookings has three primary components:

- A booking page where students can schedule appointments.
- A web page where staff can manage student lists and schedules, set availability hours, and customise how meetings are scheduled
- A mobile app where staff can see all of their bookings, access student lists and make manual bookings

How Microsoft Bookings works

As with other Office 365 apps, Bookings is a tile in the app launcher. Click the tile to launch the app or select the app launcher, and then select Bookings.

The first time you open the app, you'll see the home page, which includes a left navigation panel and three prominent tiles that guide you through setup and introduce new features.


Bookings
Add Logo
Barry
Home
Calendar
Booking Page
Customers
Staff
Services
Business Information
Good afternoon, Gregory, Barry
New features and product tips
New
Get booked on Facebook
New
Customise your booking page
Set your business hours
Booking activities (30 days)
Export 120 day view using a TSV file. Learn more
0
Bookings made
£0
Estimated revenue
(Learn more)
0
Customers booked

At a glance

All of your customer appointments in one place

12:30
November
M T W T F S S
7 8 9 10 11 12 13
EH Ellen
KR Kirsty
LT
Haircut, long hair
Alan Overby
234 High Street, ...
Haircut, long hair
Kirsty Cochran
234 High Street, ...
Haircut, long hair
Alison Haney
234 High Street, ...
Consultation
Basic colour
Emma Winters
234 High Street, ...
Basic colour
John Bolling
234 High Street, ...
Fringe trim
Consultation

NB. Throughout Microsoft Bookings, the language is quite business-focussed: for our purposes, 'customer' can be read as *student* and 'business' as *member of staff*.

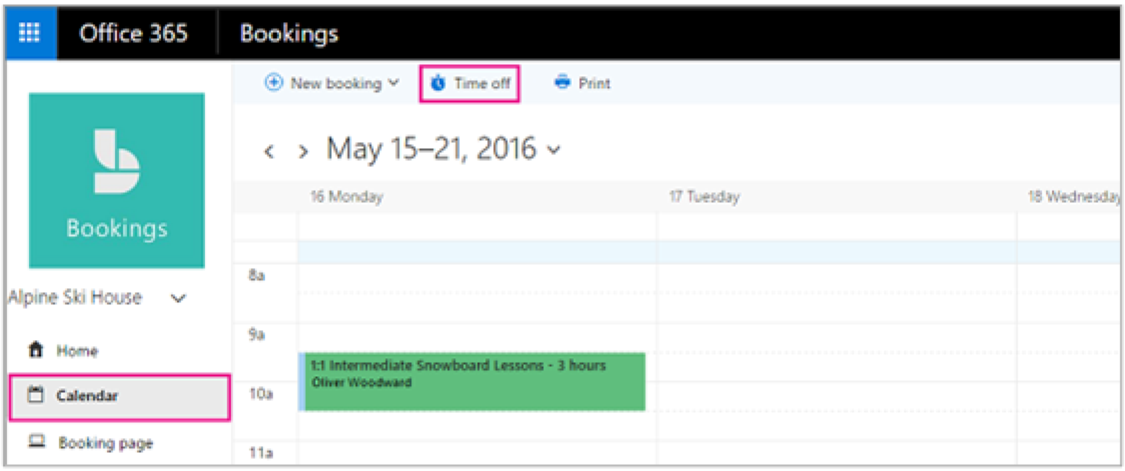
Using Microsoft Bookings

To manage student appointments with Microsoft Bookings, only a subset of its features will be used. The key tasks are set out below:

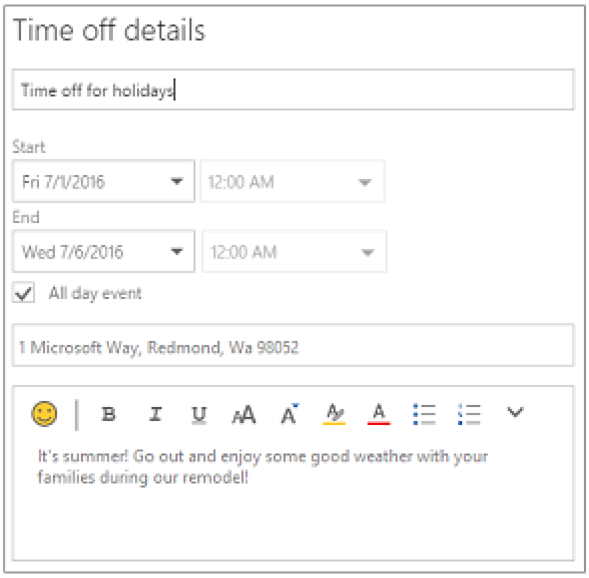
Create a bookings calendar

Microsoft Bookings uses data in your NTU Outlook calendar by default; existing appointments will already be shown as times when you are unavailable for bookings. If needed, use your bookings calendar to block out any additional periods of unavailability (measured in *whole days*) such as holidays, university closures and so on.

In the navigation pane, select **Calendar** > **Time off**.


Office 365
Bookings
New booking
Time off
Print
May 15–21, 2016
16 Monday
17 Tuesday
18 Wednesday
8a
9a
10a
11a
1:1 Intermediate Snowboard Lessons - 3 hours
Oliver Woodward
Bookings
Alpine Ski House
Home
Calendar
Booking page

Fill in the details, including a title, start and end date and times, location, and additional notes; select **All day event** if applicable.



Time off details

Time off for holidays

Start

Fri 7/1/2016 12:00 AM

End

Wed 7/6/2016 12:00 AM

☑ All day event

1 Microsoft Way, Redmond, Wa 98052

It's summer! Go out and enjoy some good weather with your families during our remodel!

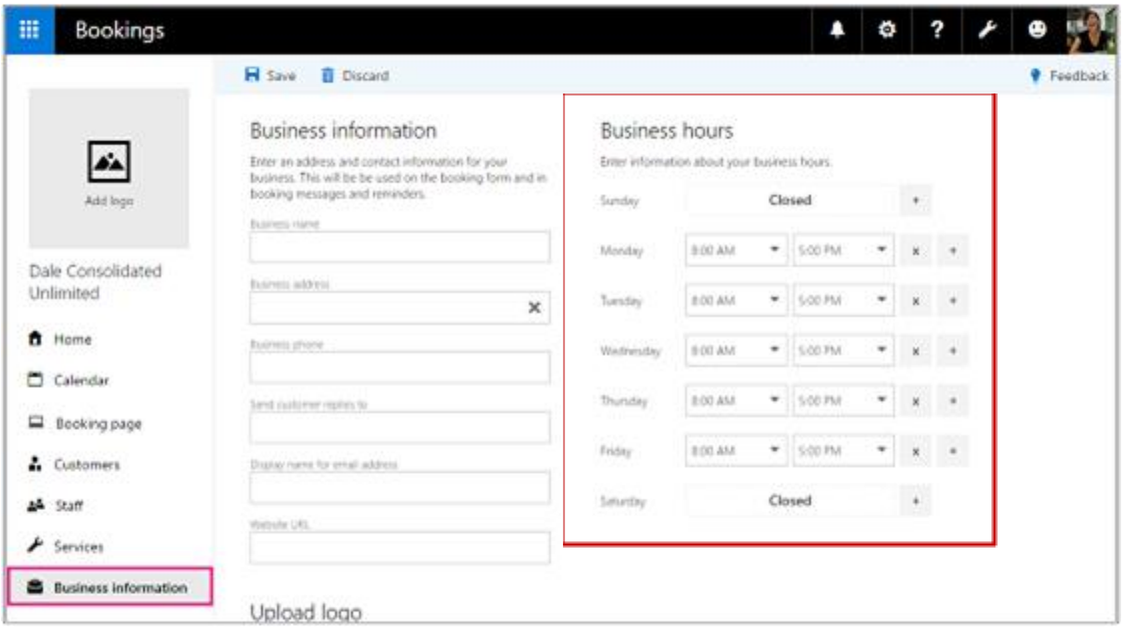
Select save.

Set your availability

Aside from your existing calendar appointments, you will want to set your daily *routine* working hours - start time and finish time - and to block out lunch breaks and any regular non-working days.

By default, the business hours in the Bookings app are set to 8:00 a.m. to 5:00 p.m., Monday to Friday. Times are provided in 15-minute increments.

In the navigation pane, select **Business information** page.


Bookings
Save
Discard
Feedback
Add logo
Dale Consolidated Unlimited
Home
Calendar
Booking page
Customers
Staff
Services
Business information
Business name
Business address
Business phone
Send customer replies to
Display name for email address
Website URL
Upload logo

Business information

Enter an address and contact information for your business. This will be be used on the booking form and in booking messages and reminders.

Business hours

Enter information about your business hours.

Sunday Closed

Monday 8:00 AM 5:00 PM

Tuesday 8:00 AM 5:00 PM

Wednesday 8:00 AM 5:00 PM

Thursday 8:00 AM 5:00 PM

Friday 8:00 AM 5:00 PM

Saturday Closed

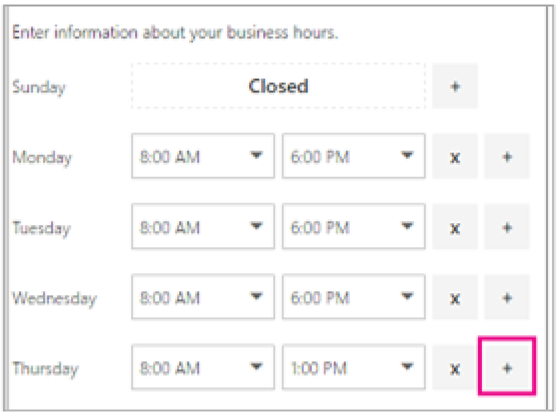
Under **Business hours**, use the drop-down menus to select start and end times for each day.

Click **+** to add start- and end-time selectors.

To block out a portion of the day, e.g. for lunch, enter separate business hours for the morning and afternoon periods, respectively. Here’s an example:

Select a start and end time for Thursdays. In this example we'll set 8 a.m. to 1 p.m:

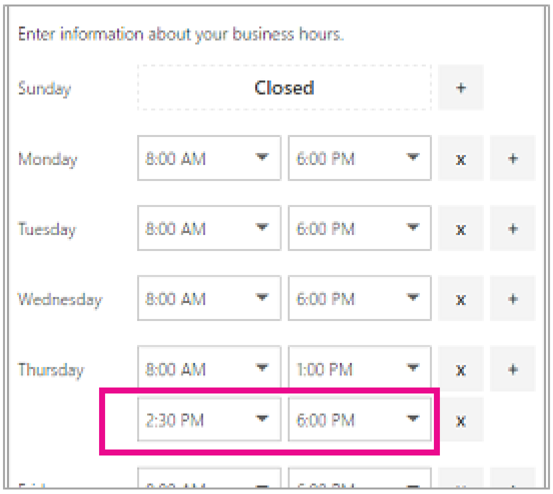
Select + to create a new row for Thursday.



Enter information about your business hours.

Sunday	Closed	
Monday	8:00 AM	6:00 PM
Tuesday	8:00 AM	6:00 PM
Wednesday	8:00 AM	6:00 PM
Thursday	8:00 AM	1:00 PM

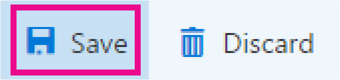
In the new row, select 2:30 p.m. for the start time and 6:00 p.m. for the end time.



Enter information about your business hours.

Sunday	Closed	
Monday	8:00 AM	6:00 PM
Tuesday	8:00 AM	6:00 PM
Wednesday	8:00 AM	6:00 PM
Thursday	8:00 AM	1:00 PM
	2:30 PM	6:00 PM

Select save.



Customise your booking page

The Booking Page allows students to see your availability and make bookings. Configure some basic settings to customise how meetings are scheduled.

1. In the navigation pane, select **Booking page**.
2. Edit the following settings:

Booking page access control:

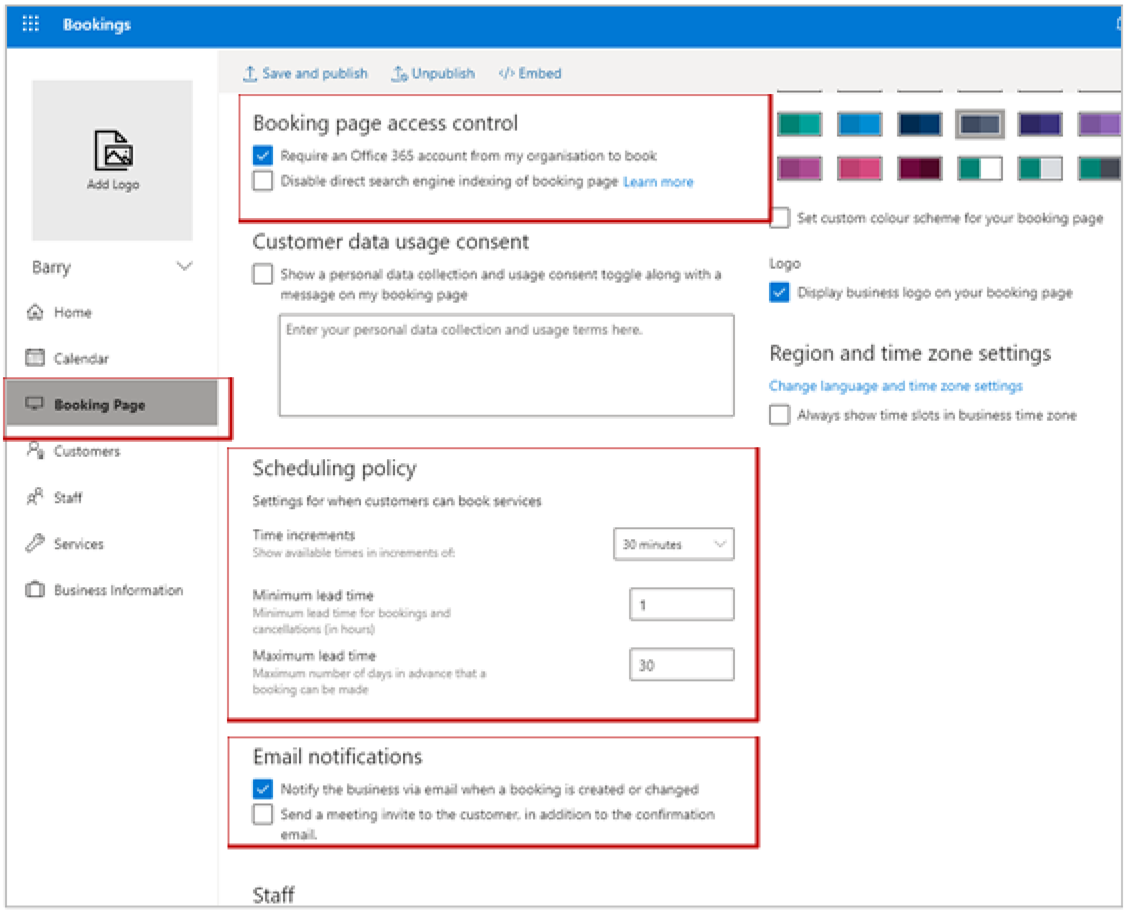
- Select **Require an Office 365 account from my organisation to book**. This restricts the visibility of the page to NTU staff and students

Scheduling policy: set, according to preference:

- Time increments (determines the intervals between appointments)
- Minimum lead time (in hours)
- Maximum lead time (in hours)

Email notifications: toggle (on-off), according to preference:

- Email notifications for yourself
- Email meeting invites for the student


Bookings
Save and publish
Unpublish
</> Embed
Add Logo
Barry
Home
Calendar
Booking Page
Customers
Staff
Services
Business Information
Learn more
Change language and time zone settings
Staff

Booking page access control

☑ Require an Office 365 account from my organisation to book

☐ Disable direct search engine indexing of booking page

Customer data usage consent

☐ Show a personal data collection and usage consent toggle along with a message on my booking page

Enter your personal data collection and usage terms here.

Scheduling policy

Settings for when customers can book services

Time increments: 30 minutes
Show available times in increments of:

Minimum lead time: 1
Minimum lead time for bookings and cancellations (in hours)

Maximum lead time: 30
Maximum number of days in advance that a booking can be made

Email notifications

☑ Notify the business via email when a booking is created or changed

☐ Send a meeting invite to the customer, in addition to the confirmation email.

☐ Set custom colour scheme for your booking page

Logo

☑ Display business logo on your booking page

Region and time zone settings

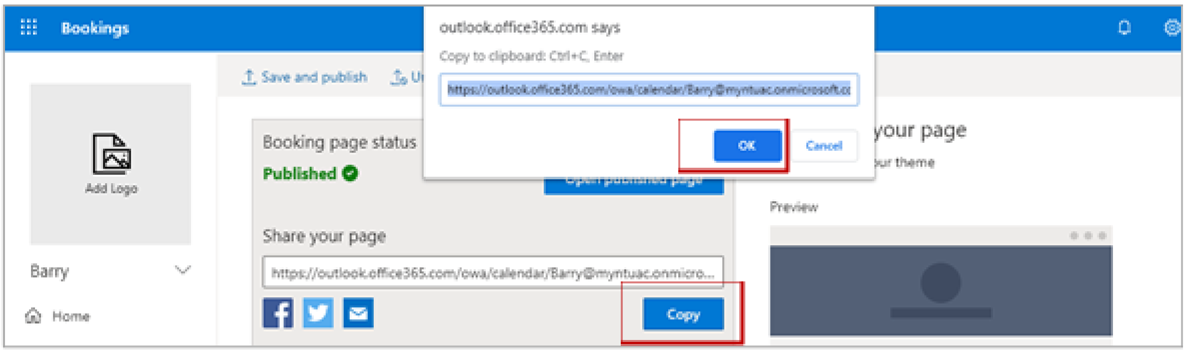
☐ Always show time slots in business time zone

Save and publish.

Share your booking page

Once you have created your bookings page, you can share it with students via the link generated on the Bookings page. To share via NOW, follow these steps:

1. Under Share your page, select **Copy**.
2. Copy the highlighted link (CTRL-C) and select **OK**.



outlook.office365.com says

Copy to clipboard: Ctrl+C, Enter

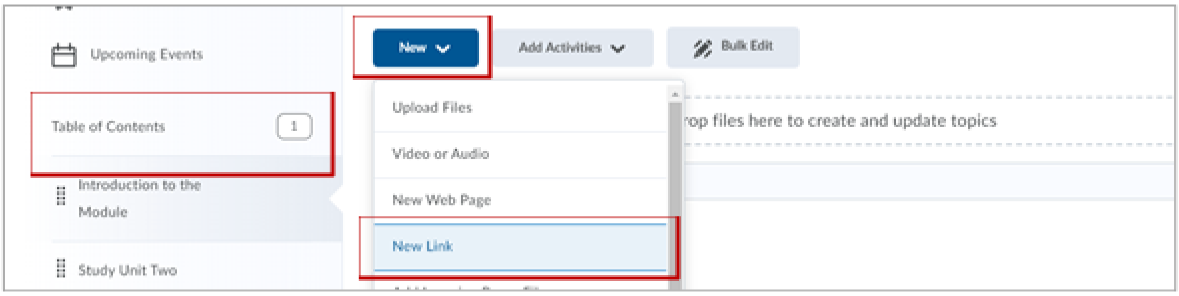
https://outlook.office365.com/owa/calendar/Barry@myntuac.onmicrosoft.cc

Share your page

https://outlook.office365.com/owa/calendar/Barry@myntuac.onmicro...

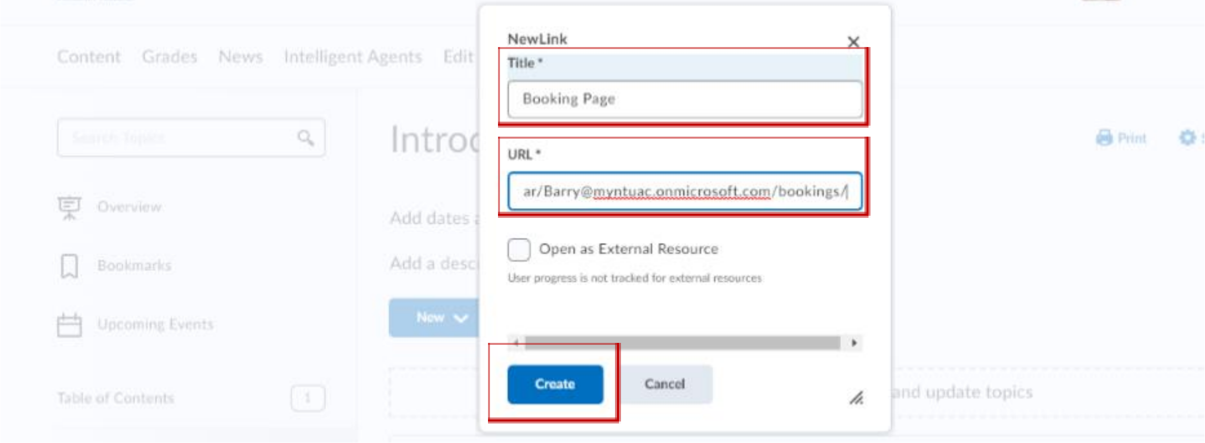
Bookings
Save and publish
Add Logo
Barry
Home
Booking page status
Published
OK
Cancel
your page
Preview
Copy

3. Next, log into NOW and go to the relevant learning room.
4. Select **Content** and find the relevant unit, or create a new one.
5. Select **New** > **New Link**.



Upcoming Events
Table of Contents
1
Introduction to the Module
Study Unit Two
New
Add Activities
Bulk Edit
Upload Files
Video or Audio
New Web Page
New Link
rop files here to create and update topics

6. Under **Title**, enter 'Booking Page' or something similar.
7. Under **URL**, paste in the link you copied previously (CTRL-V).
8. Select **Create** to complete the process and make the page visible to students.



NewLink

Title *

Booking Page

URL *

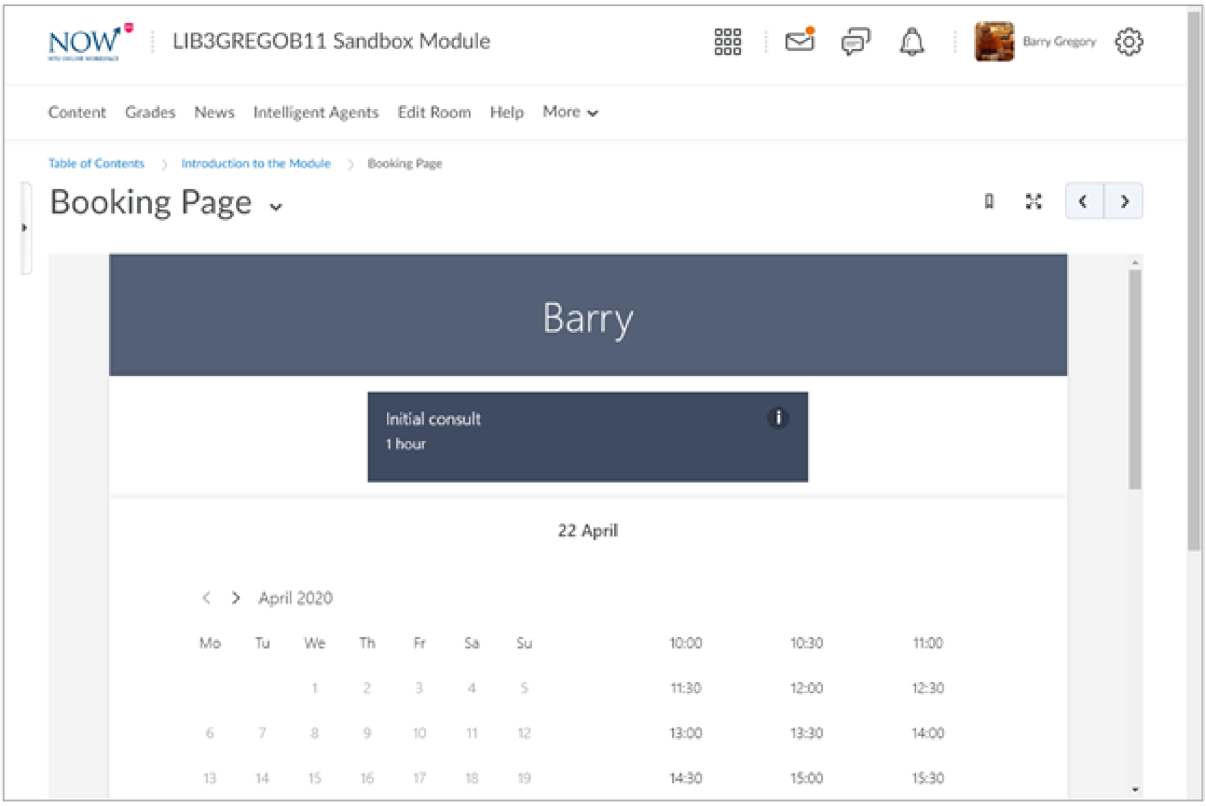
ar/Barry@myntuac.onmicrosoft.com/bookings/

☐ Open as External Resource

User progress is not tracked for external resources

Content
Grades
News
Intelligent Agents
Overview
Bookmarks
Upcoming Events
Table of Contents
Create
Cancel
and update topics

Students following the learning room link will see your Booking Page:


NOW
LIB3GREGOB11 Sandbox Module
Barry Gregory
Content
Grades
News
Intelligent Agents
Edit Room
Help
More
Table of Contents
Introduction to the Module
Booking Page
Booking Page
Barry
Initial consult
1 hour
22 April
April 2020
Mo Tu We Th Fr Sa Su
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
10:00 10:30 11:00
11:30 12:00 12:30
13:00 13:30 14:00
14:30 15:00 15:30