

Using Microsoft Bookings

These instructions are on how to use and edit a Microsoft Booking Plan. Note this is only applicable for single person meetings only, i.e. booking a meeting with one person. To arrange a multiple person meeting i.e. two or more people's time to book together please contact IT as we have a special arrangement for this scenario.



If you wish to create a new Microsoft Booking Plan please send an email to support@brigidine.qld.edu.au to discuss.

Service tab: meeting length. **booking period** and **meeting recipient** (the person people are meeting with)

Booking tab: **Set date/time zone**

Staff: Any meeting recipients or administrators for the Booking Plan. This is where input the **weekly meeting slots** and **import their availability**,

Customers: Anyone who has booked a meeting.

et weekly meeting slots, and import availability and Set time zone.

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Microsoft bookings hooks in with the Office 365 Calendar, by enabling ' ' it's able

Meeting Slots:

Set Weekly Meeting Slots

Instructions



Related articles

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