Microsoft Bookings – Sample Course Outline

Duration: One Day

Bookings is Microsoft 365's web-based bookings calendar. This course is for you if you want to schedule and manage appointments in an effective and streamlined way.

What will be covered?

- Streamlining your customer bookings process
- Setting up Bookings with your business information
- Managing team availability
- Managing customer bookings

Features covered

Getting Started with Bookings

- Opening and setting up Bookings
- Adding your business details
- Adding services for groups
- Setting up reminders
- Setting scheduling policies
- Customizing, publishing and previewing your Bookings page

Managing Staff and Bookings

- Creating and managing your staff list
- Scheduling time off
- Sharing a link to your Bookings page
- Scheduling a new booking for a customer
- Modifying staff availability
- Managing your customer list
- Creating a group booking
- Re-assigning staff to a booking
- Printing an agenda

Using Bookings on Other Devices

- Booking an appointment as a customer
- Accessing Bookings on mobile device
- Rescheduling a booking on a mobile device
- Cancelling a booking on a mobile device