**DIGITAL METRO NORTH**  Quick Reference Guide

# Accessing Microsoft Bookings

## For Administrators, Viewers and Guests

All Queensland Health have permission to access Microsoft Bookings, however, to access specific calendars users must be added by an Administrator. Added staff must approve membership to become bookable by users.
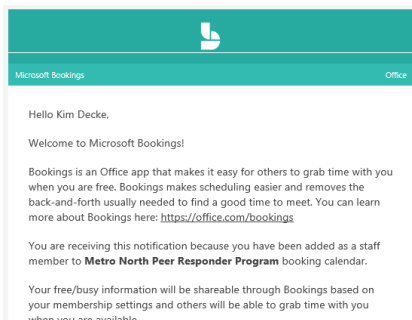
## Approving Membership

When an Administrator adds a staff member there are three levels of permission:

- Administrator: Can edit the Booking Calendar.
- Viewer: Can only view the Booking Calendar.
- Guest: Cannot access the Booking Calendar.

Regardless of permissions all users are required to approve their membership and this only needs to be completed once.

1. Once you have been added to a calendar, an approval email will be sent to you.



2. To approve your membership select **Manage membership**. You must be using *Google Chrome* or *Microsoft Edge* to be able to open the link.
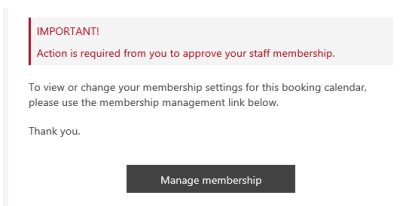


3. You will be redirected to your web browser, follow the prompts to confirm approval.

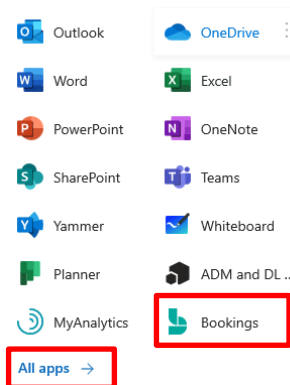## Accessing Microsoft Bookings

This only applies to Viewers and Administrators who have access to view the Microsoft Bookings calendar.

1. Once you have approved your membership, open the **Office 365** by:

    a. Selecting the **Office 365** icon on your desktop.

    

    b. Go to the Office 365 website.

2. Log into **Office 365** using the account using your Queensland Health email and password.

3. Select the **Bookings** application. If it is not in your frequently used apps, select **All apps** and select the Bookings icon.
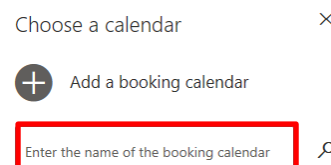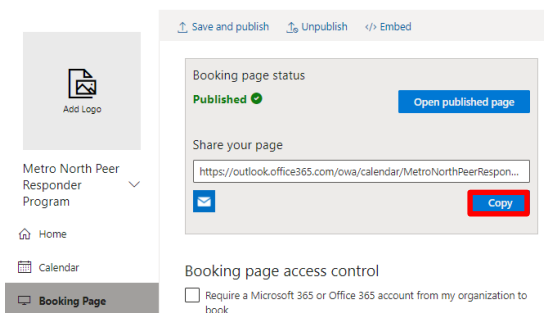


4. Once you have logged into Microsoft Bookings, you will be prompted to **Add** a new calendar. Select **Open** and enter the name of the calendar that you have been added to.



5. The Bookings calendar has now been added.

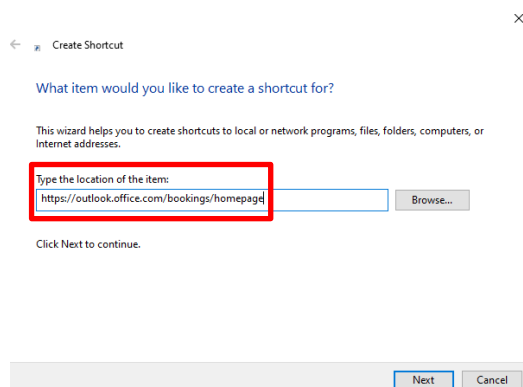**Queensland Government**

# Creating a desktop shortcut

1. In *Microsoft Bookings*, go to the **Booking** page tab and select **Copy** to copy the Booking page URL.
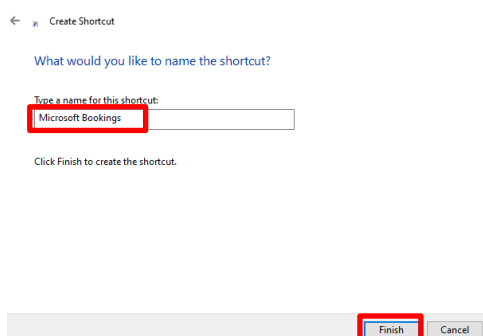


2. On your desktop right click on the and select **New**, **Shortcut**.



3. Paste the URL into the **Type the location of the item field** and then **Next**.



4. Enter the name for the shortcut and then **Finish**.



5. A desktop shortcut has now been created.