

Microsoft Bookings Setting up a calendar

For Administrators

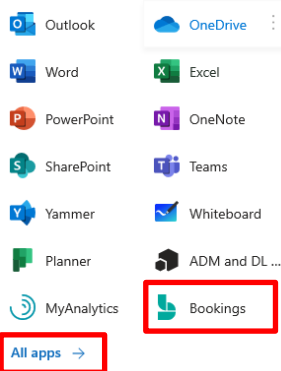
Use Microsoft Bookings to create a calendar to manage patient or customer bookings for your department and staff calendars. Creating a calendar is only required for the initial setup of your department or work area.

Creating your bookings calendar

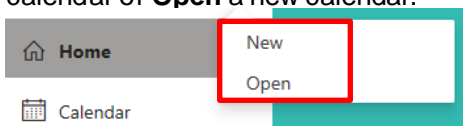
1. Open the **Office 365** by:
 - a. Selecting the **Office 365** icon on your desktop.
2. Select the **Bookings** application. If it is not in your frequently used apps, select **All apps** and click the Bookings icon.



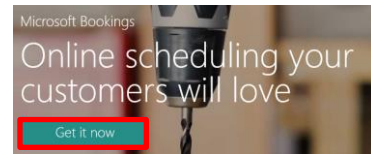
Apps



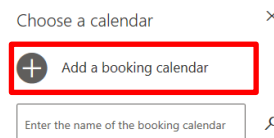
3. You will then be prompted to either add a **New** calendar or **Open** a new calendar.



4. If you have not used *Microsoft Bookings* before you will need to click **Get it now**.



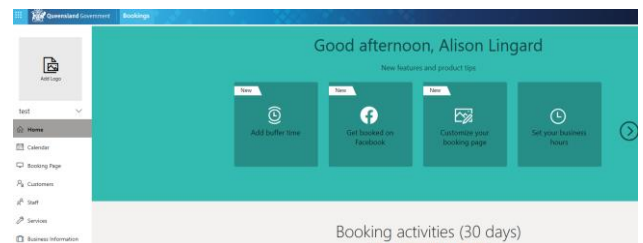
Then select **Add a booking calendar** to create a calendar.



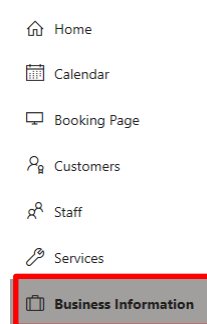
5. Your calendar has now been created in *Microsoft Bookings*.

Setting up your calendar

1. In your new calendar you will be taken to the *Microsoft Bookings* homepage.



2. From the tabs on the left-hand side select **Business Information** to add department or work area details.



3. In **Business Information**, department details that patients or customers receive can be modified. At minimum ensure the following information are supplied and correct:

- Business Name: Department Name.
- Business Phone: Generic department phone.
- Send customer replies to: generic email address

a

Business name

Business address

Business phone

Send customer replies to

Website URL



- Business Hours: Set hours that department normally operates in.

d Business hours

Enter information about your business hours.

Monday	8:00 AM	5:00 PM	X	+
Tuesday	8:00 AM	5:00 PM	X	+
Wednesday	8:00 AM	5:00 PM	X	+
Thursday	8:00 AM	5:00 PM	X	+
Friday	8:00 AM	5:00 PM	X	+
Saturday	Closed		+	
Sunday	Closed		+	

4. Select **Save** to ensure your changes are recorded.

 Save  Discard

Business information

5. The details of your department have now been updated. If these details change, repeat this steps to update.

For further information regarding name conventions, suggested proceses and item descriptions refer to the *Micosoft Bookings Process Document*.