

Microsoft Bookings

Microsoft Bookings makes scheduling and managing appointments a breeze. Bookings includes a web-based booking calendar and integrates with Outlook to optimize your staff's calendar and give your customers flexibility to book a time that works best for them. Automated notification emails reduce no-shows and enhance customer satisfaction, and organizations save time with a reduction in repetitive scheduling tasks. With built in flexibility and ability to customize, Bookings can be designed to fit the situation and needs of many different parts of an organization.

Bookings provides you the ability to make your organization's meetings virtual with online meetings via [Microsoft Teams](#). Each appointment booked as an online meeting creates a unique meeting link that is sent to attendees so they can join via a web browser, phone dial-in, or the Skype or Teams app. Bookings is also available as an app within Teams, which allows you to create Bookings calendars, assign staff, and both schedule new and manage existing appointments without ever leaving Teams.

[Entering Business/Department Information](#)

[Define Your Service Offering](#)

[Add Staff to Your Bookings Calendar](#)

[Schedule Closures and Time Off](#)

[Set Scheduling Policies](#)

[Customize and Publish your Bookings Page](#)

[Create a Manual Booking](#)

[Employee Working Hours in Bookings](#)

[Add Custom and Required Questions to Bookings Page](#)