

# Microsoft Bookings

## Introduction

Microsoft Bookings is designed to make scheduling easier, reducing the back and forth that arranging meetings often entails.

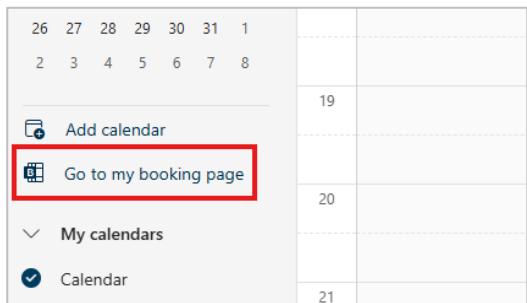
You can create a **personal booking page** for people to make appointments with you, or a **shared booking page** for a team.

Once you have it set up, simply share the link and others can choose an available time that works for them.

Microsoft Bookings uses availability information from your Outlook calendar and creates an event in your calendar for each booking.

## Access Bookings

Access Bookings from your calendar in Outlook web. Click **Go to my booking page** on the left-hand side.



You can also access it from the **App launcher** in the top-left of most Microsoft 365 web app windows, or from the **More apps** menu in Outlook or Teams.

## Personal booking page

### Set up your page

Bookings home shows any meeting types on your personal booking page, and any shared pages. You will see that two meeting types have already been created by default, a '15 minutes meeting' and a '30 minutes meeting'.

The screenshot shows the Microsoft Bookings interface. At the top, there are two sections: 'Personal booking page' and 'Shared booking pages'. The 'Personal booking page' section displays two default meeting types: '15 minutes meeting' and '30 minutes meeting'. Each meeting type has a description, a 'Public' toggle (which is off for both), and a duration (15 min or 30 min). The 'Create meeting type' button is located in the top right of this section. The 'Shared booking pages' section shows a single 'Create booking page' button. The top right of the interface includes buttons for 'Create meeting type', 'Share', and more options.

You can delete these default meeting types or customise them to suit your needs. Click on a meeting type to edit it.

We're going to look at Creating a meeting type from scratch.

### Create a meeting type

Click on 'Create meeting type'.

Add a title for your new meeting type. Optionally, you can also add categories and a description.

By default, the location is set as a Teams meeting. You can click the toggle to turn that off and supply a location.

Set the duration and choose whether it should be public or private.

**Public** meeting types will appear on your booking page. For **private** meeting types, only people with the booking link will be able to view and book.

The screenshot shows the 'Tutor meeting' creation form. The title 'Tutor meeting' is in the top left, and a 'Save' button is in the top right. The form includes fields for 'Category' (dropdown), 'Meeting' (button), 'Description' (text area with placeholder 'Come and discuss how things are going with your studies.'), 'Location' (dropdown with 'The Sir Duncan Rice Li...' option), 'Duration' (dropdown with '1 hr' selected), and 'Privacy' (radio buttons for 'Public' and 'Private', with 'Private' selected). At the bottom, there is a 'Schedule customisation' section with 'Use my regular meeting hours' and 'See regular meeting hours' buttons.

### *Set times for booking*

People will only be able to book within the time slots you choose, and when there are no conflicting events in your Outlook calendar.

You can either use your regular meeting hours or set up customised availability hours when people can book that meeting type.

If you go for customised availability hours, you can opt for it to be only during a certain date range, and you can have more than one time slot per day. For example, you could have slots before and after your lunch break. Click the plus icon next to a day to add extra slots. Click the cross next to a slot to remove it.

If you have no time slots in a day, it will be marked as 'Not bookable'.

Schedule customisation  ⓘ

Use customised availability hours  ⓘ [See regular meeting hours](#)

Only during the following date range

Start None  ⓘ

End (inclusive) None  ⓘ

Sunday	Not bookable	+
Monday	08:00 <span> ⓘ</span> 12:00 <span> ⓘ</span> <span>X</span>	<span>X</span> <span>+</span>
	14:00 <span> ⓘ</span> 16:30 <span> ⓘ</span> <span>X</span> <span>+</span>	
Tuesday	08:00 <span> ⓘ</span> 17:00 <span> ⓘ</span> <span>X</span> <span>+</span>	

### *Set Advanced options*

At the bottom of the new meeting type form, there is an **Advanced options** button. Click on it to show or hide these options.

Advanced options include requiring **buffer time** before or after your meeting. This might be useful if you consistently need time after a meeting to review your notes, or if you want to ensure you have time to stretch your legs between meetings.

You can also specify a **minimum and maximum lead time**, so you don't get last-minute bookings, or meetings arranged too far in advance.

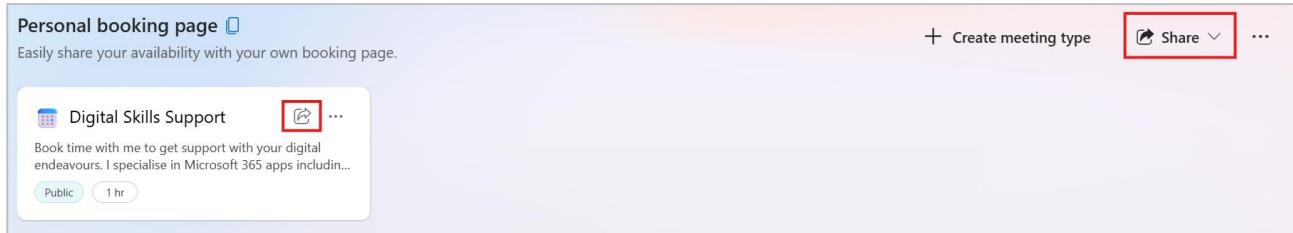
The last option is to set up **automatic reminder or follow-up emails**.

[Create a new meeting type in Bookings | Microsoft Learn](#)

## Share your page

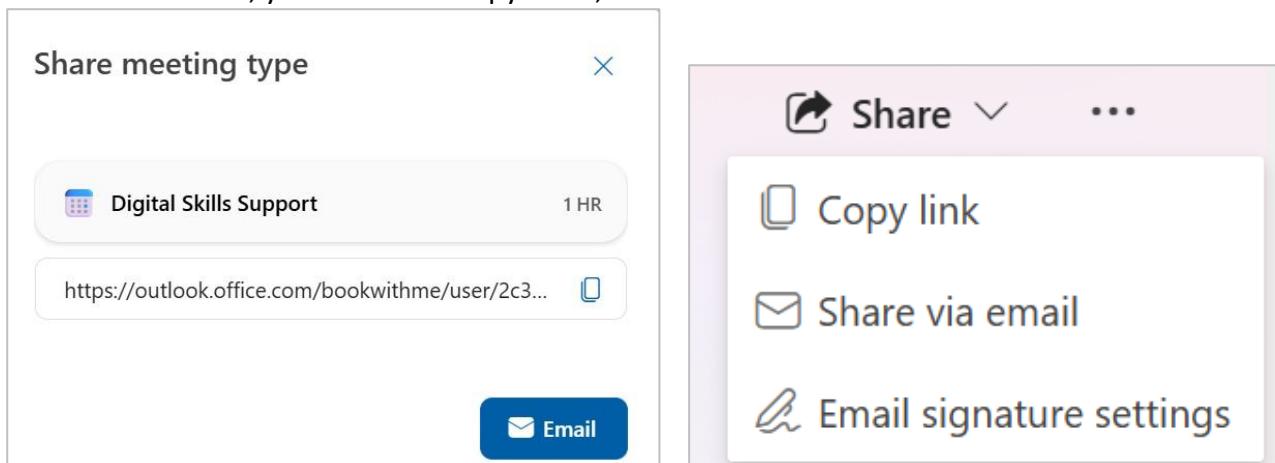
From your Bookings home page, you can either:

- share a link to your booking page, or
- share a link to a meeting type.



The screenshot shows a 'Personal booking page' for 'Digital Skills Support'. The page includes a summary of the booking type, a description of the service (support with digital endeavours), and a booking link. There are buttons for 'Create meeting type', 'Share' (which is highlighted with a red box), and more options.

With both of these, you can either copy a link, or share via email.



The image shows a 'Share meeting type' dialog box and a separate sharing options menu. The dialog box lists a booking for 'Digital Skills Support' with a duration of '1 HR' and a booking link. The sharing options menu includes 'Copy link', 'Share via email', and 'Email signature settings'.

One way to share your booking page is by adding a **Book time to meet with me** link to your Outlook email signature.

When you edit a signature in Outlook settings, there is a tick box at the bottom allowing you to easily include a link to your booking page.

[Preview and share your personal booking page | Microsoft Learn](#)

## Shared booking page

### Create your shared page



If you create a shared booking page, you will not be able to delete it. Only Microsoft 365 admins can do that. However, within the Booking page settings, you can choose not to publish a self-service booking page.

From Bookings home, click **Create booking page** under the Shared booking pages heading. This will start the 4-page creation wizard.

Apart from the name, most settings in the wizard, such as adding staff and services, can be completed or modified once you have created the booking page.

**Page 1:** The only required field here is your booking page name.



Choose your booking page name carefully, as it will be used in the booking page link and in the email address for sending booking invites.

You can also specify your business type and set the business hours.

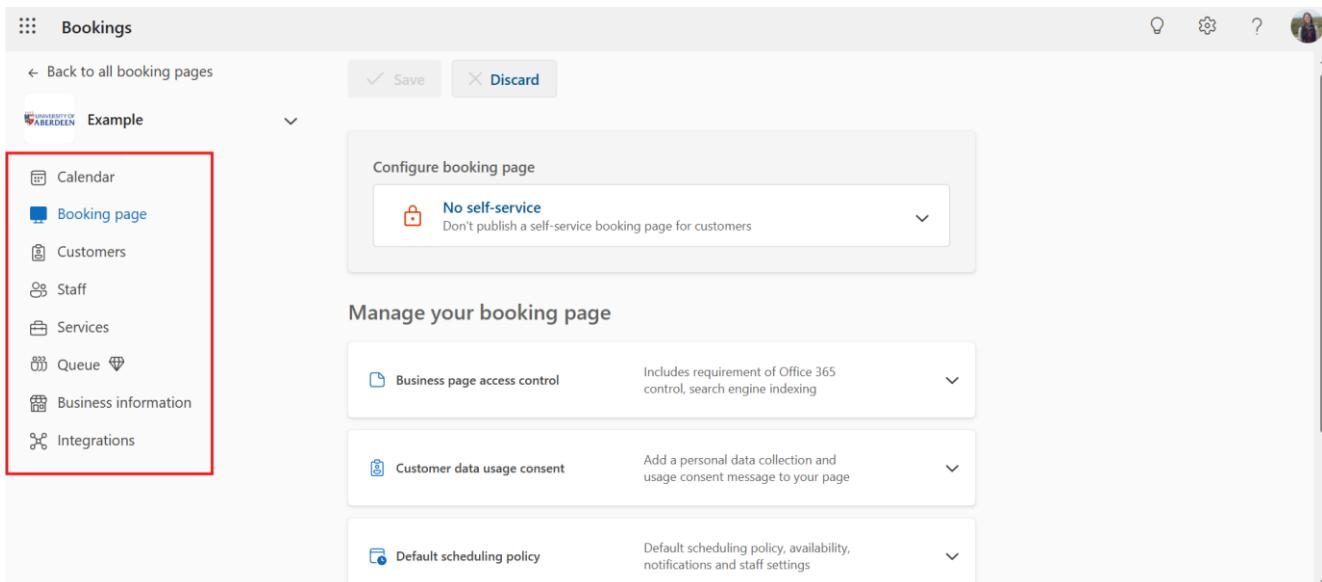
**Page 2:** Invite staff and set their roles.

**Page 3:** Set up the services (appointment types) that you will offer.

**Page 4:** Choose who can book appointments and click Create.

## Modify the settings

Once your booking page has been created, you will enter the editing space for that booking page. Work your way through the menu on the left-hand side to ensure that everything is configured correctly.



### Booking page

At the top of this section you can **choose whether the booking page is published**, and if it is, who will have access (organisation only or anyone).

Under **Business page access control**, you can prevent the booking page from appearing in search engine results, or require a one-time password to create bookings.

You can set a **default scheduling policy**, which could apply to all the services that you create within the booking page. You can also enable **email notifications** here, and set whether customers can choose a specific staff member when booking.

The last two areas in this section allow you to **customise the look** of your page and set the **language and time zone**.

### Staff

Here you can **add or remove staff**, or **edit** their individual booking settings.

Hover your mouse over a staff member and click the 'Edit Staff' pencil icon.

Here you can **change their role**. For example, you might want them to be another Administrator, with full editing access to the Bookings page settings, or a Scheduler who can manage bookings on the calendar.

If a staff member has **availability** different to the business hours, set that up here. Click on the 'Use business hours' toggle to turn it off, then provide alternative hours.

## Edit staff

Events on Office calendar affect availability  
Please note, personal calendar availability will not be accounted for in multi-day services.

Use business hours

Turn off business hours to edit availability

Monday	09:00	12:00	<input type="button" value="Delete"/>	<input type="button" value="Add"/>
	14:00	17:00	<input type="button" value="Delete"/>	<input type="button" value="Add"/>
Tuesday	09:00	17:00	<input type="button" value="Delete"/>	<input type="button" value="Add"/>
Wednesday	Closed			<input type="button" value="Add"/>
Thursday	09:00	17:00	<input type="button" value="Delete"/>	<input type="button" value="Add"/>

Remember to click **Save changes** when done.

## Services

In this section you can add, edit or delete your services (appointment types).

The **Edit service** window has a menu on the left-hand side. Work your way through these sections to ensure your service meets your team's needs.

There are toggles below the menu for two important choices:

- One is for whether to use the default scheduling policy for that service, so it matches up with others on that booking page.
- The other is for you to choose whether to publish this service on the booking page. If you don't want to publish it, you can just share the service link with anyone you want to book that particular service type.

In the **Customised fields** section, you can choose what information to gather from the service user prior to the appointment. For example you could ask them a specific question, with either a drop-down selection or a text response.

## Business information

This section is where you can specify information such as business contact details, business hours, and upload a logo.

## Share your page

From the Bookings home page, click the share icon on your booking page.

If 'Available to people in your organisation' or 'Available to anyone' is selected, then you will see your booking page URL. You can copy the URL, send the link via email or embed it in a website.

## Useful links

[Bookings on Microsoft Learn](#)

[Video on how to make a personal Bookings page](#)

[Video on shared Bookings pages](#)