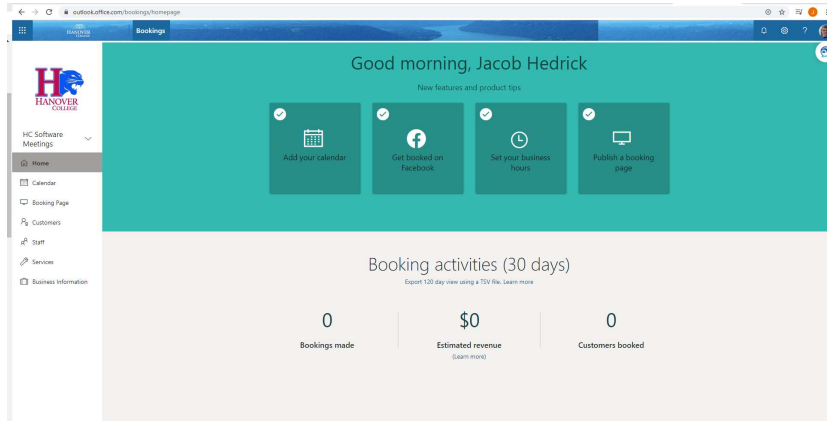


Microsoft Bookings

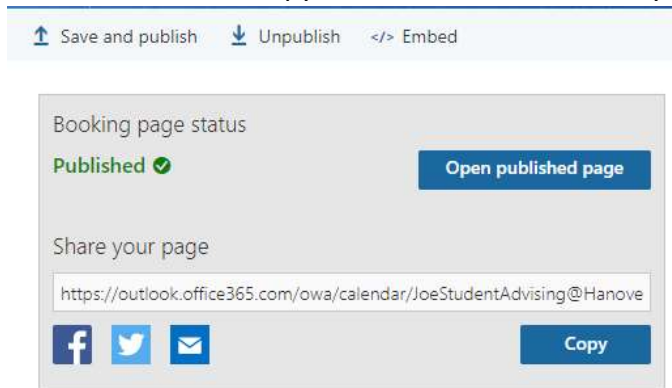
Embedding Your Bookings Link into Email Signature

Outlook Web Mail

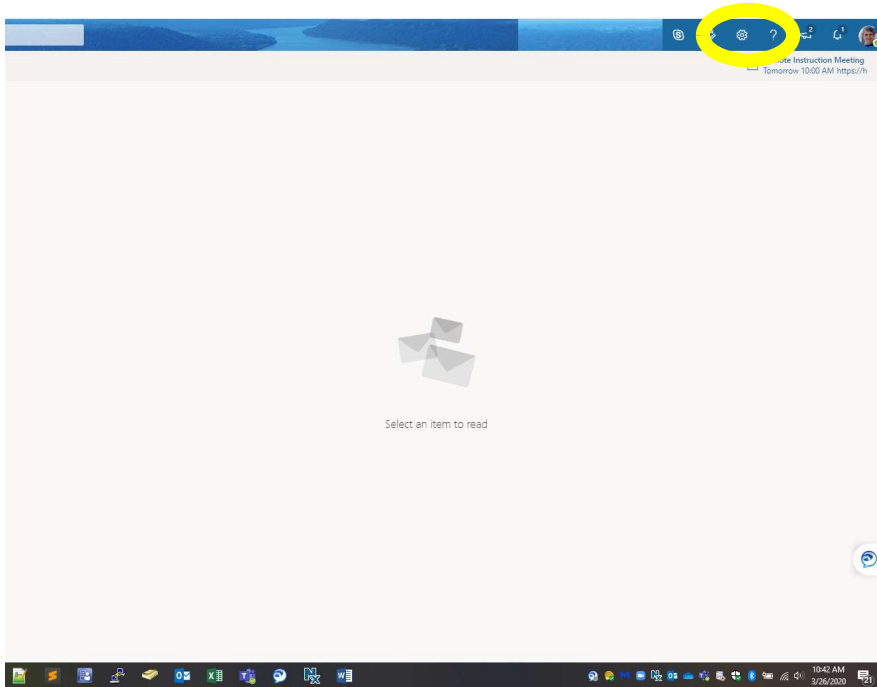
1. Go to bookings.office.com. If you are already signed in, it should open to the home page of your previously created booking calendar.



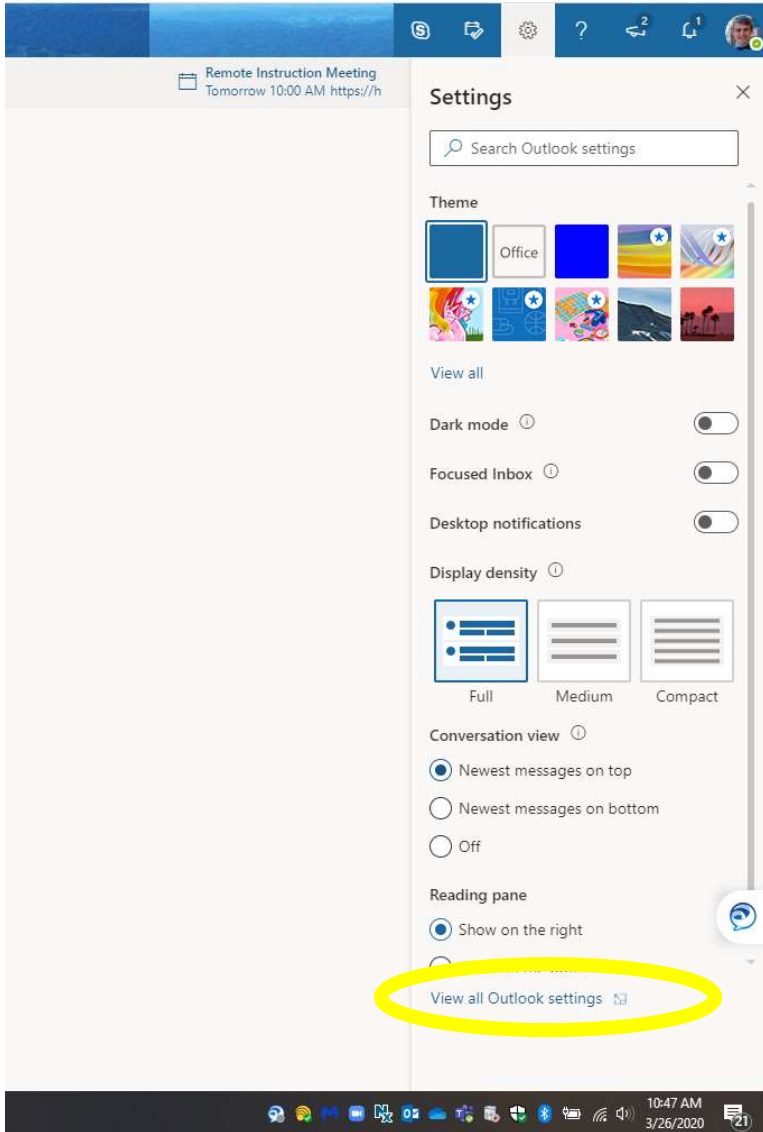
2. Then go to the 'Booking Page' tab on the left side of the screen.
3. From here hit the 'Copy' button under the 'Share your page address'.



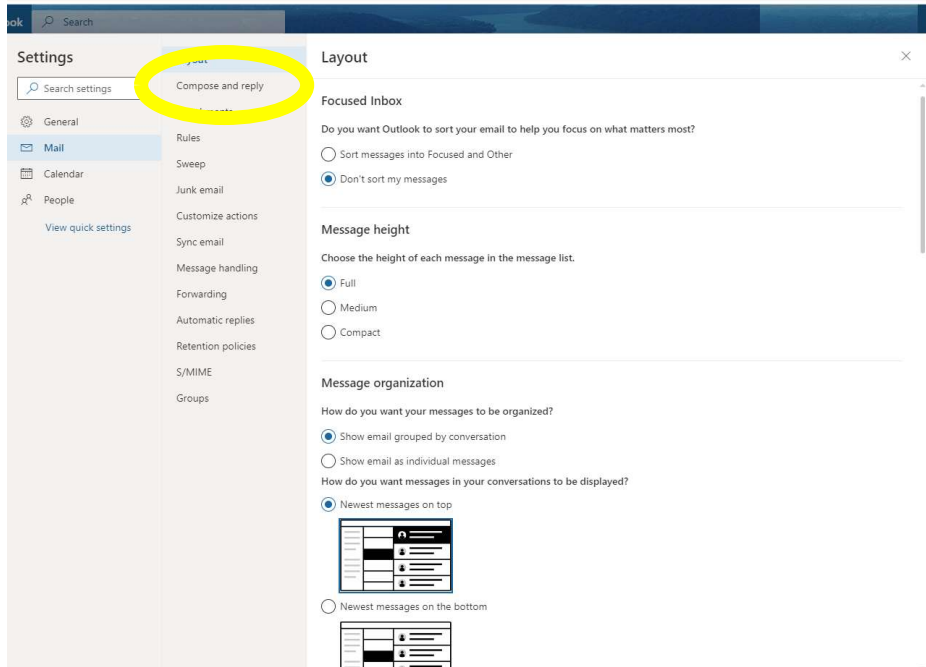
4. Then open a second tab in your web browser and go to mail.hanover.edu. (You will need to sign into your Hanover account, if you have not done so already.)
5. Once you have signed in and can see your email mailbox, click the gear icon in the top right corner of the screen.



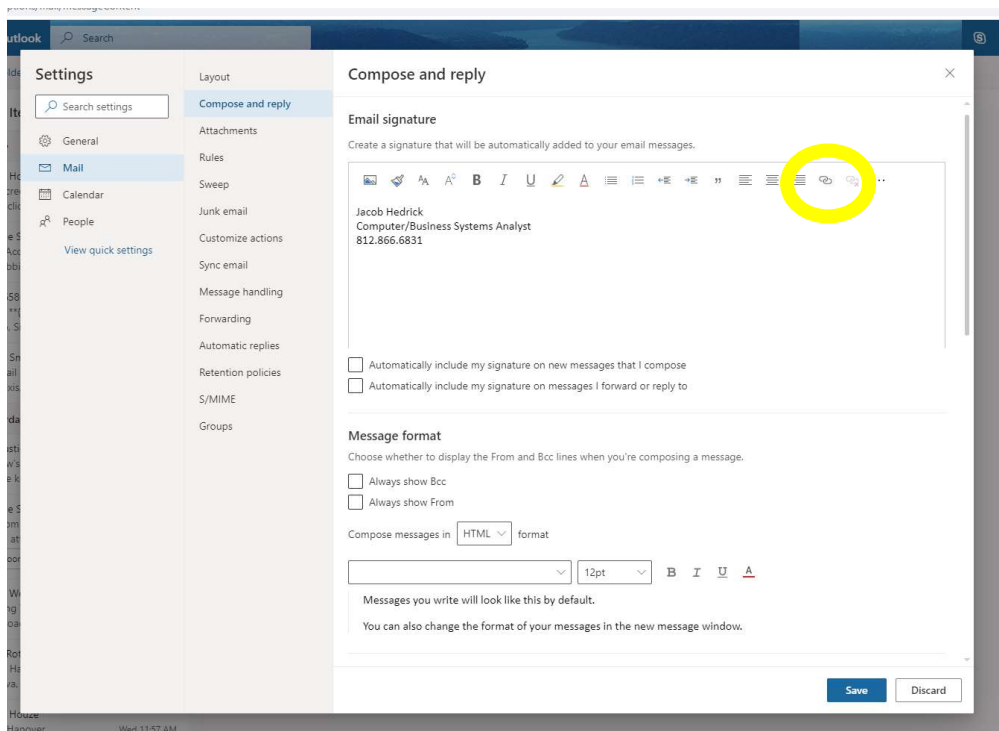
6. Then select 'View All Outlook Setting' at the bottom of the Setting menu.



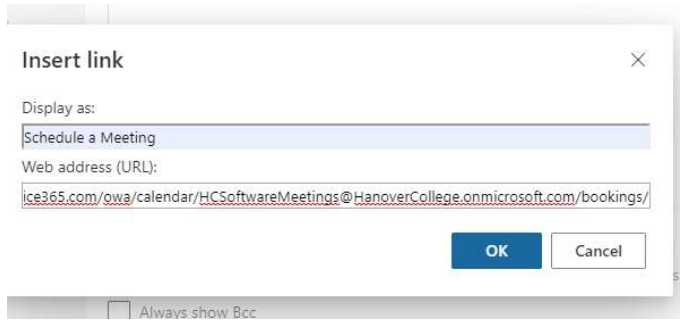
7. Then select 'Compose and Reply'.



8. You will now see your current signature near the top of the window. Click on your current signature and then move your cursor to the first empty line after your signature.
9. Then click the Link button.



10. You will then see the window below. In the 'Display As' text box, enter what you wish to appear in your signature. In the 'Web Address (URL):' text box, paste the link to your booking page we copied earlier.



11. After entering your information, hit the OK button.
12. After verifying that the signature looks the way you expected, click the 'Save' button in the lower right corner of the Setting windows to save your changes.
13. Then hit the 'X' in the upper right corner of the Setting menu, to close the setting menu and return to your email mailbox.