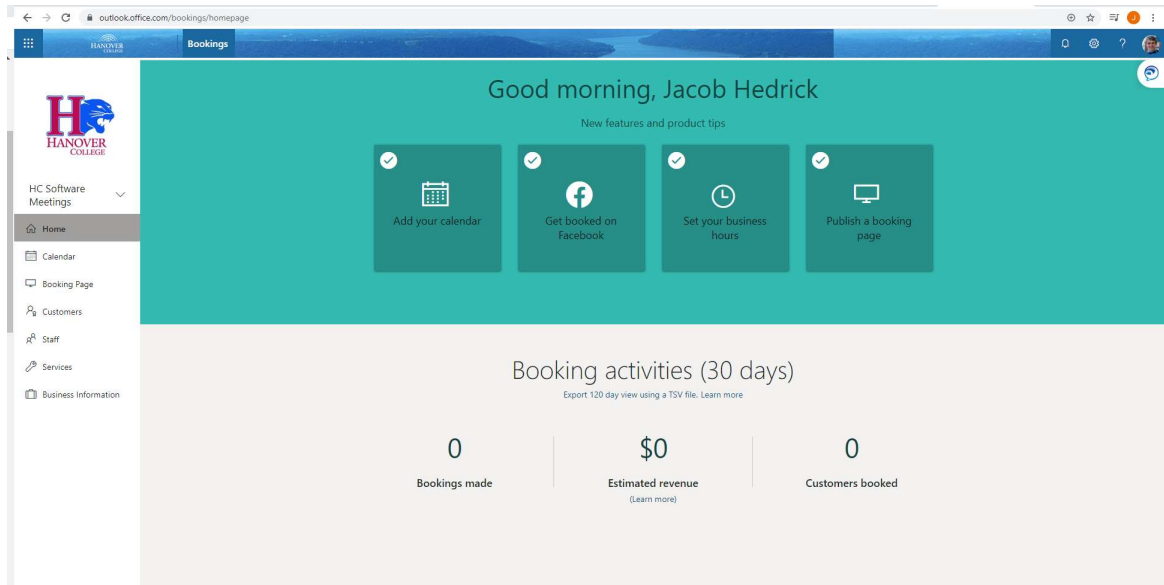


Microsoft Bookings

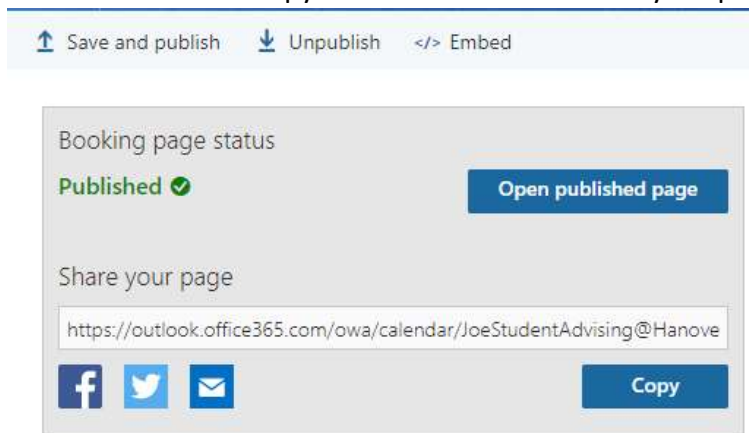
Embedding Your Bookings Link into Email Signature

Outlook Desktop Application

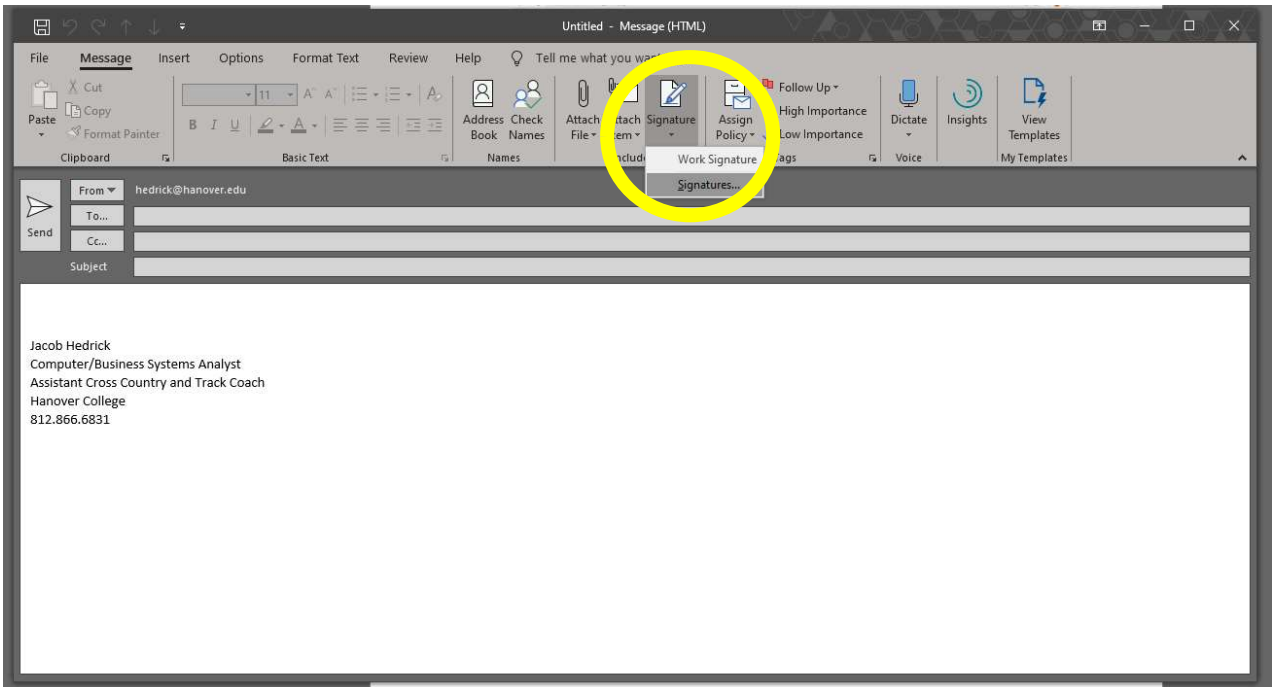
1. Go to bookings.office.com. If you are already signed in, it should open to the home page of your previously created booking calendar.



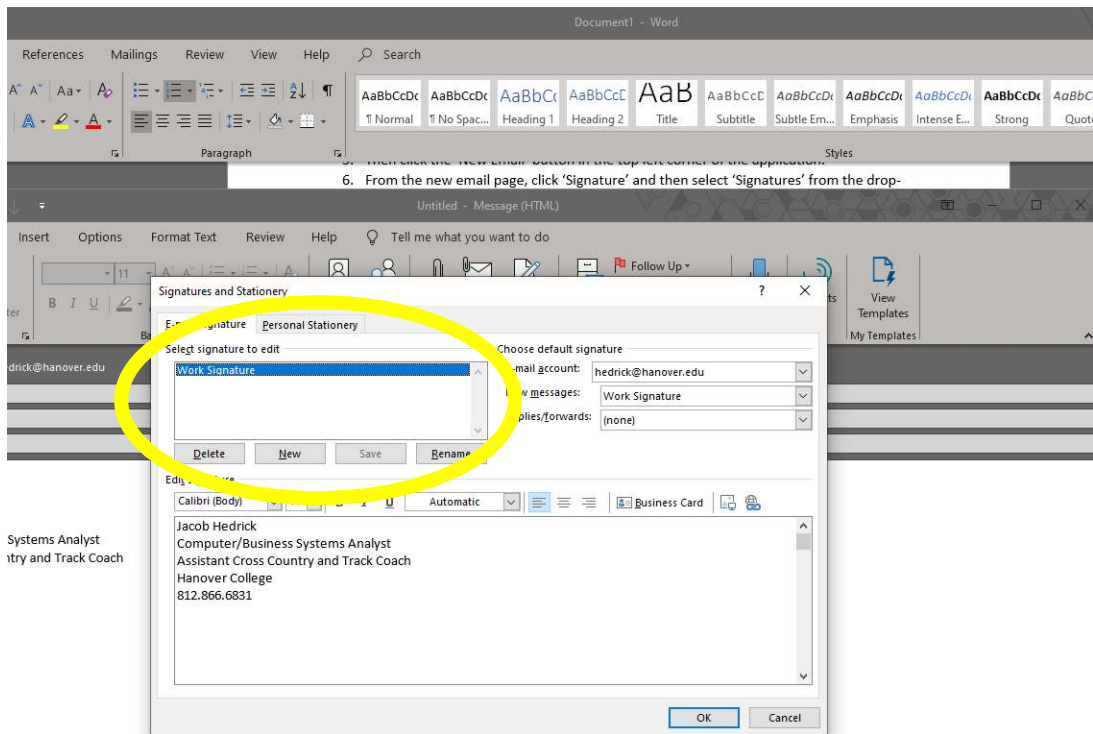
2. Then go to the 'Booking Page' tab on the left side of the screen.
3. From here hit the 'Copy' button under the 'Share your page address'.



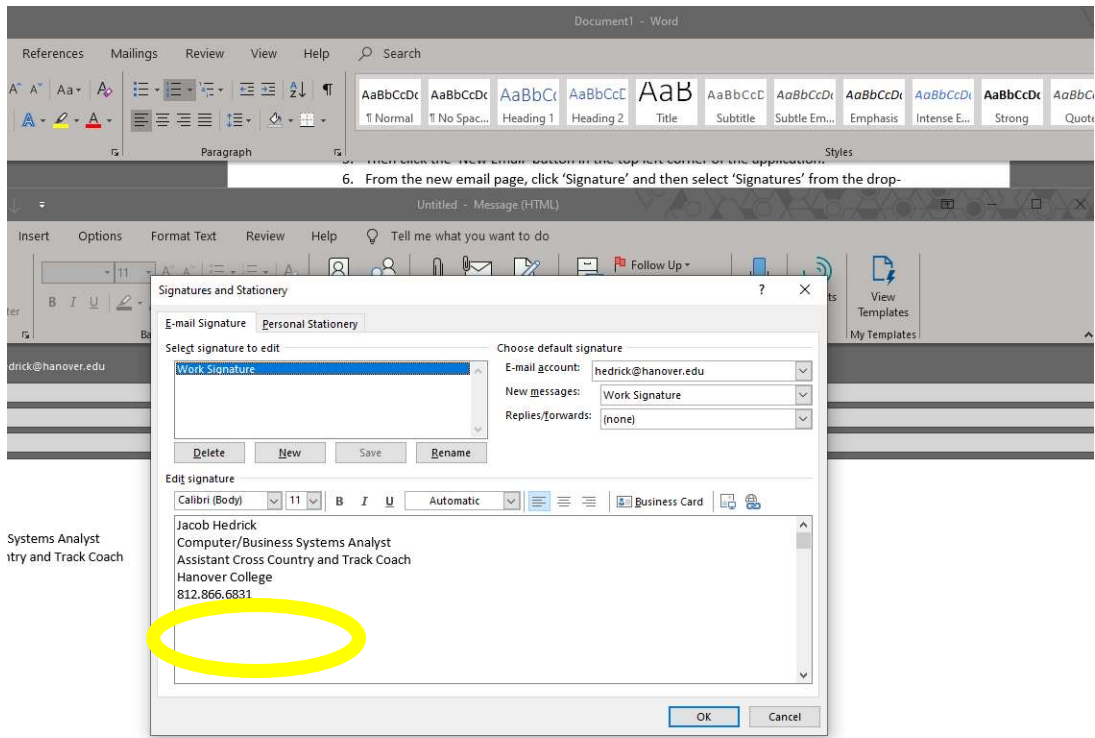
4. After you have copied your shared address, open Outlook.
5. Then click the 'New Email' button in the top left corner of the application.
6. From the new email page, click 'Signature' and then select 'Signatures' from the drop-down menu.



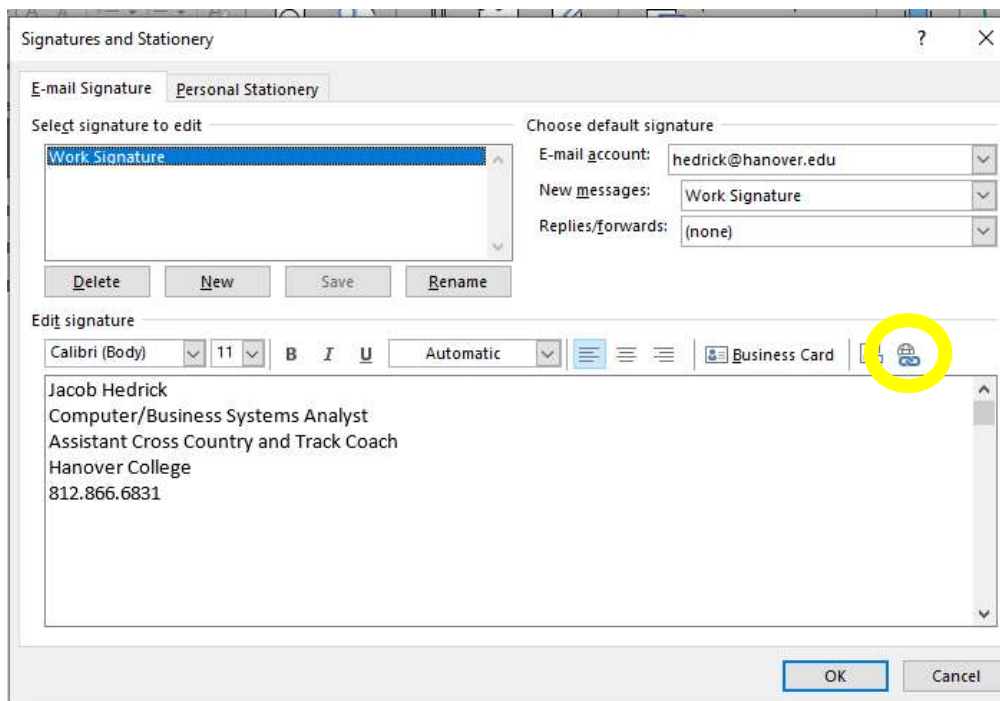
7. From the Signatures menu, select the signature you would like to add the link to.



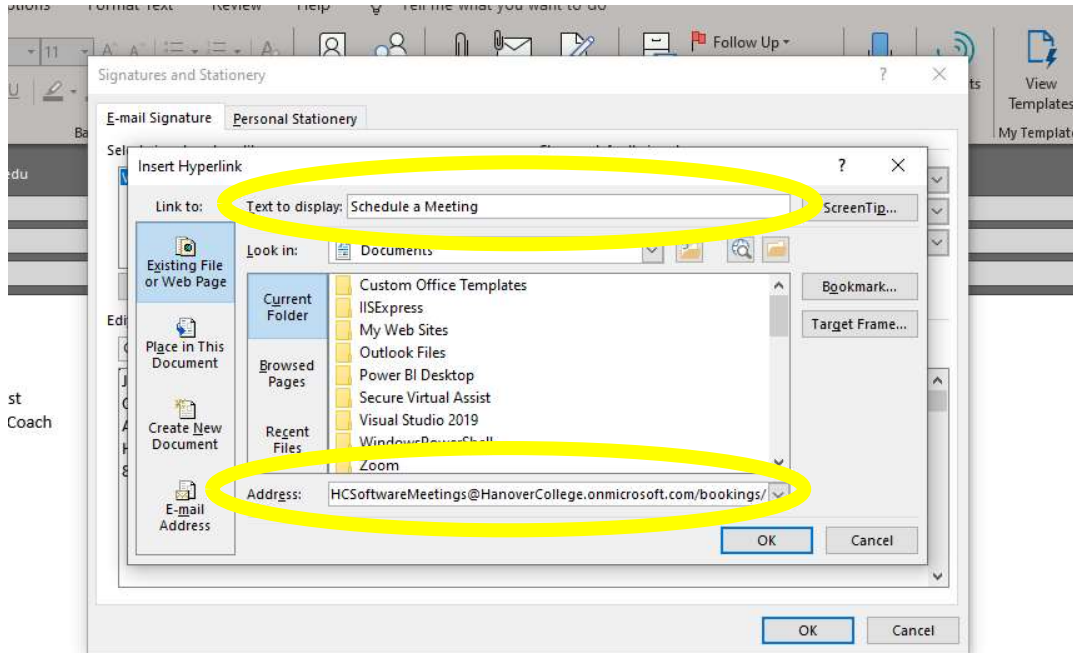
8. Then go to the text box containing your current signature and move the cursor to an empty line at the end of your signature.



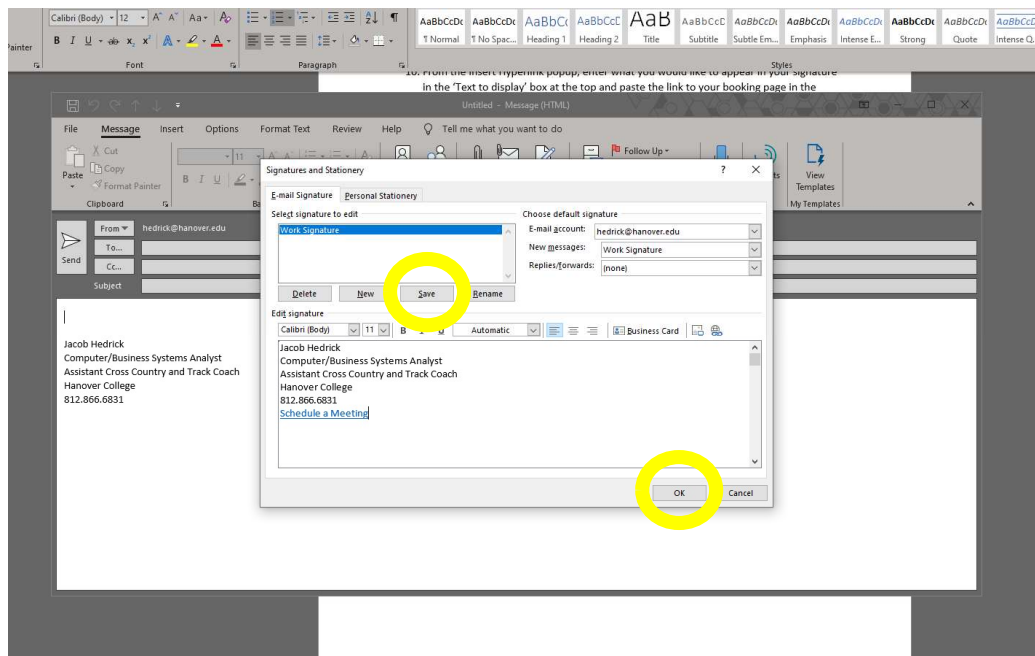
9. Then click the link button on the right side of the window.



- From the Insert Hyperlink popup, enter what you would like to appear in your signature in the 'Text to display' box at the top and paste the link to your booking page in the 'Address' box at the bottom.



- Then click 'OK' to close the Hyperlink menu, click 'Save' to save the changes you have made to your signature, and then 'OK' to close the Signatures menu.



12. Next close the 'New Email' window.
13. Now when you send an email, your signature will contain a link for others to access your booking page to schedule a meeting.