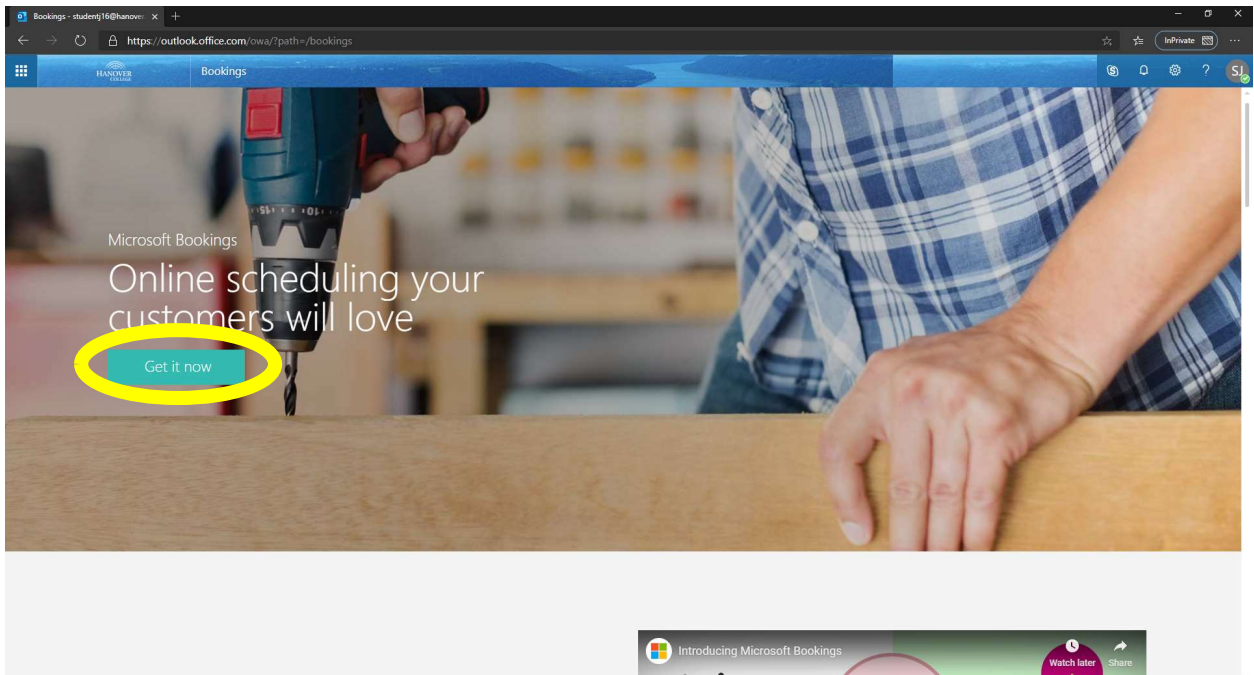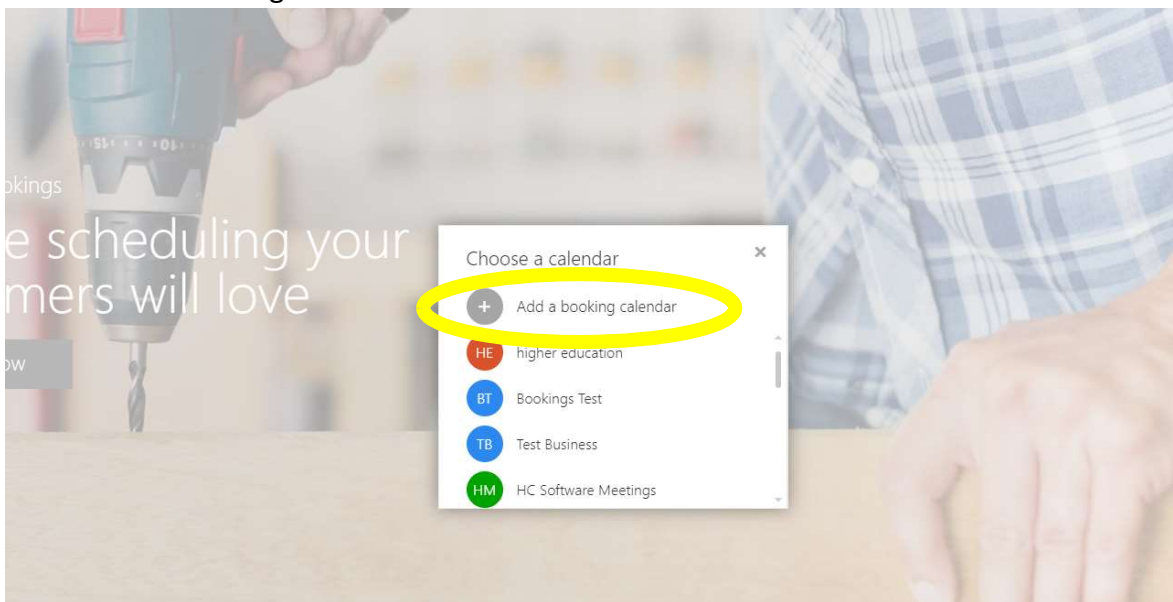# Microsoft Bookings

Creating a Bookings Calendar

1. Go to bookings.office.com. (If you are not signed into your Hanover account you will be routed to the sign-in page before the Bookings homepage.)
2. Click the 'Get it now' button.

3. Select 'Add a booking calendar'.

4. Enter your calendar name and optional description. (Microsoft calls the calendar a 'business', because the software was first created for small businesses, but it works well in an academic environment as well.)

5. You will then be forwarded to the homepage of your new Bookings calendar, which should look like the image below.
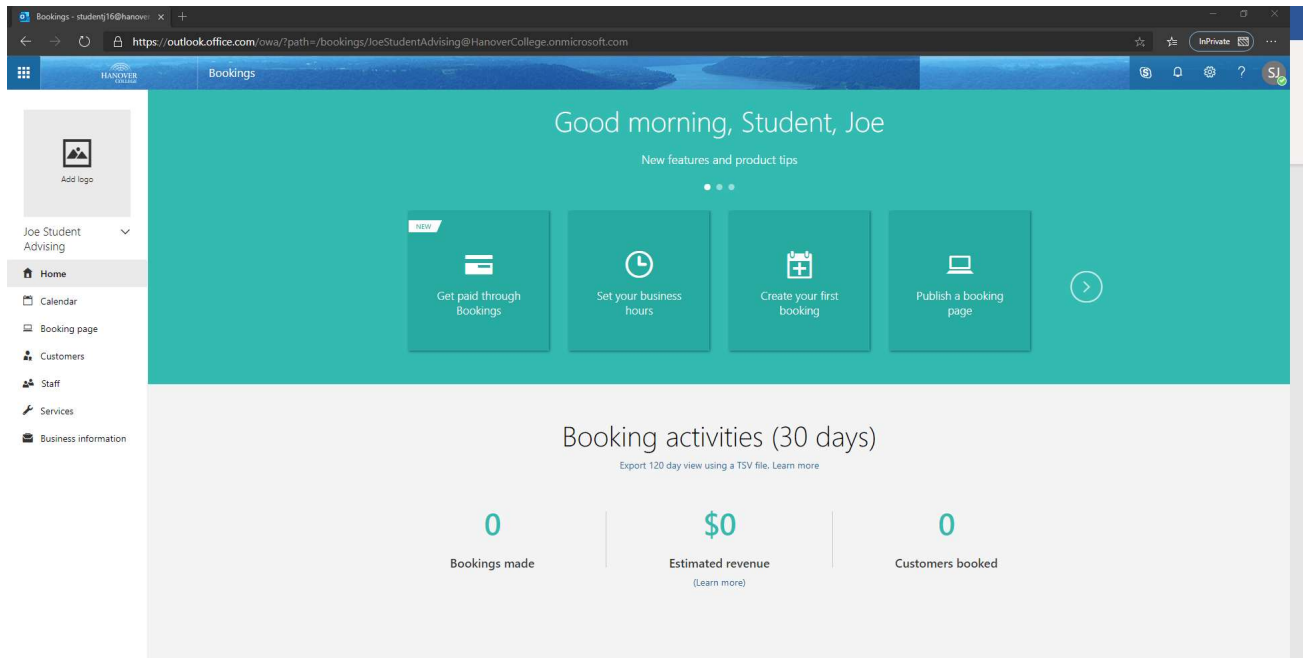

6. Go to the 'Business Information' tab.
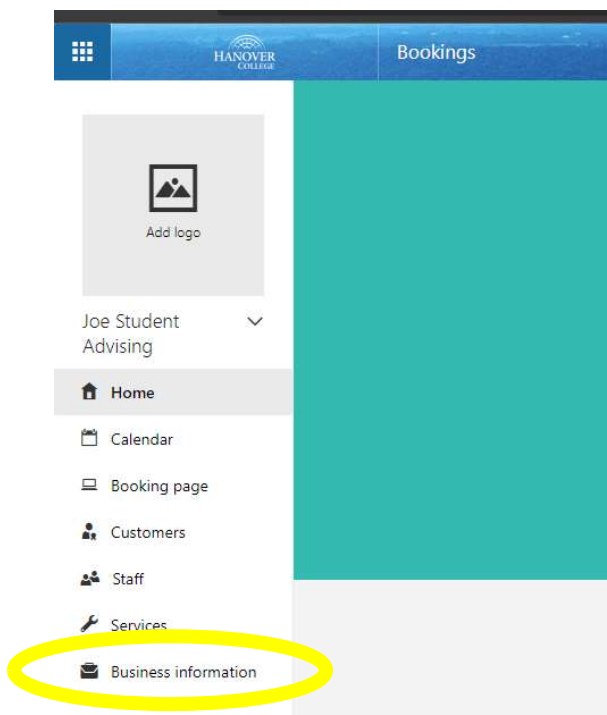
7. From this tab, find the 'Business Hours' section on the right side of the screen. Here you can enter the time ranges you are available to meet each day of the week. (Do not worry about setting them around meetings currently on your Outlook calendar, because Bookings reads your calendar and blocks off times with scheduled meetings automatically.)
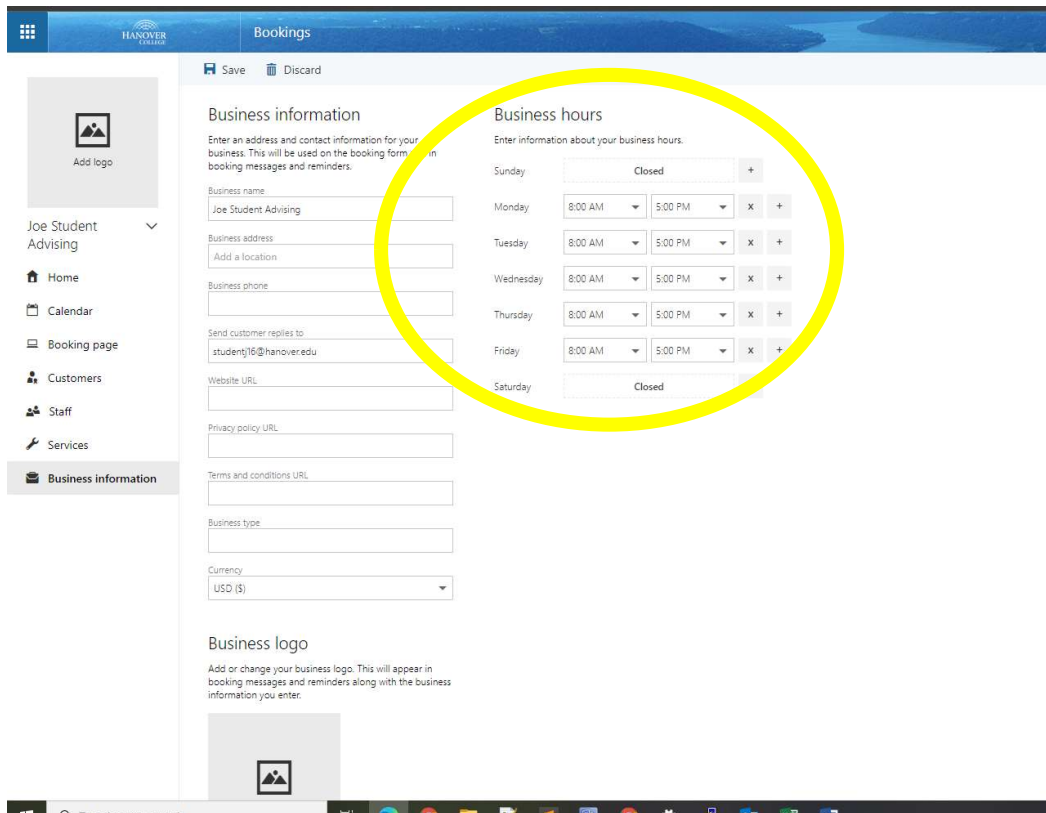
8. Now go to the 'Services' tab and then click 'Initial consult'. This will open the service information window.
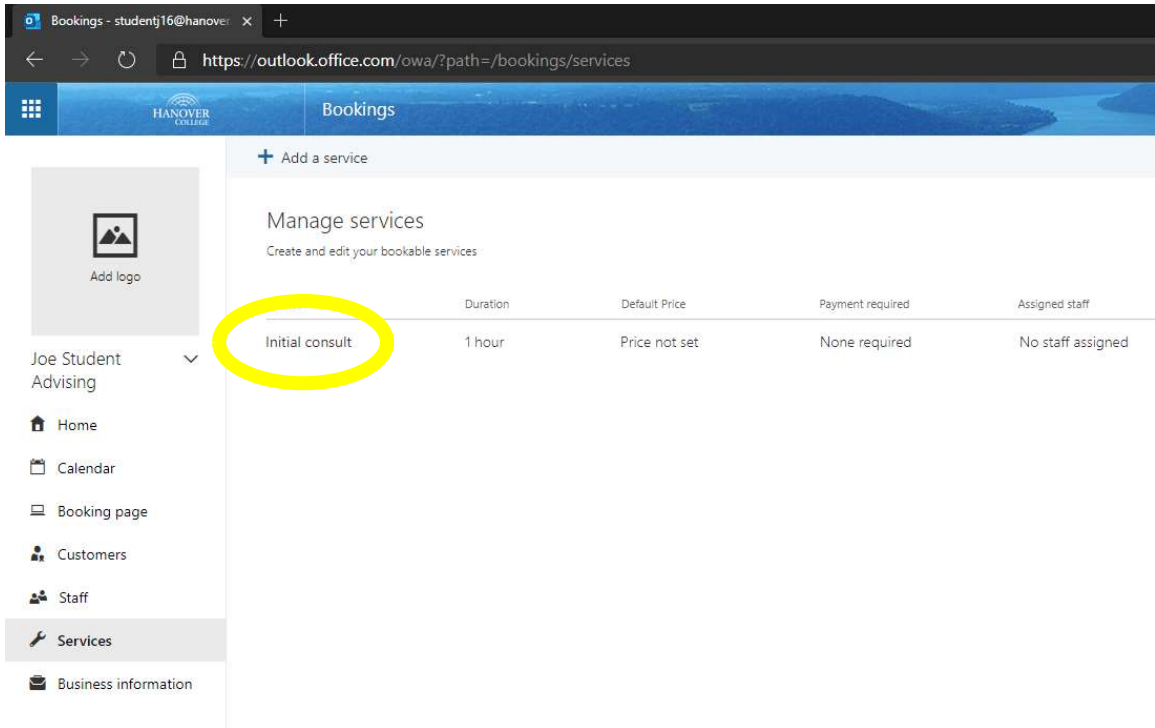
9. From this window you can change the name of your meeting and how long your meetings will be. After you enter all desired information, make sure to click the 'Save' button at the top to save any changes that were made.
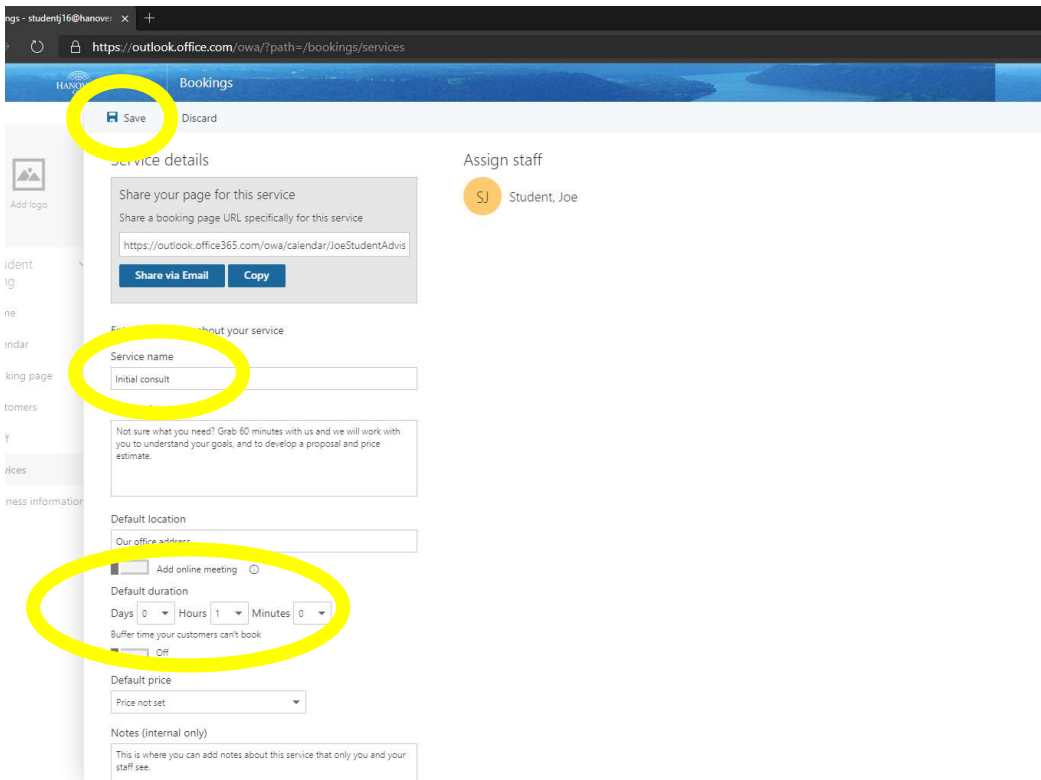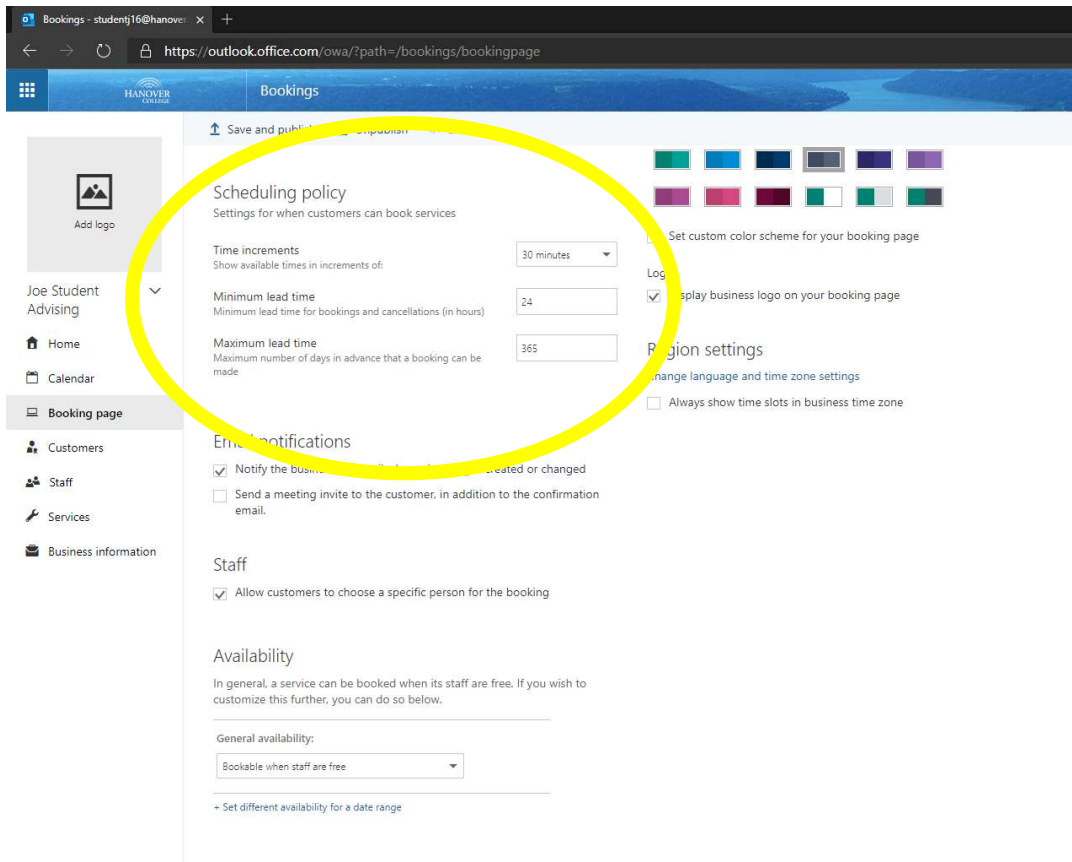
10. From the services tab you can also create different meeting types by clicking the 'Add a service' button on the top of the page.

11. Then move to the 'Booking Page' tab on the left side of the screen.
12. Once you are on the 'Booking Page' tab, look for the 'Scheduling Policy' section.

13. In this section you will set scheduling preferences such as the time increments openings are shown on your booking page and the minimum and maximum lead time for scheduling appointments.

14. Next go to the 'Email notifications' section and uncheck both boxes. This will help cut down the number of emails you receive for each booked meeting.

15. Then scroll to the top of the 'Booking Page' tab and click the 'Save and Publish' button on the top of the screen.

16. The information box below will appear after the button is clicked.
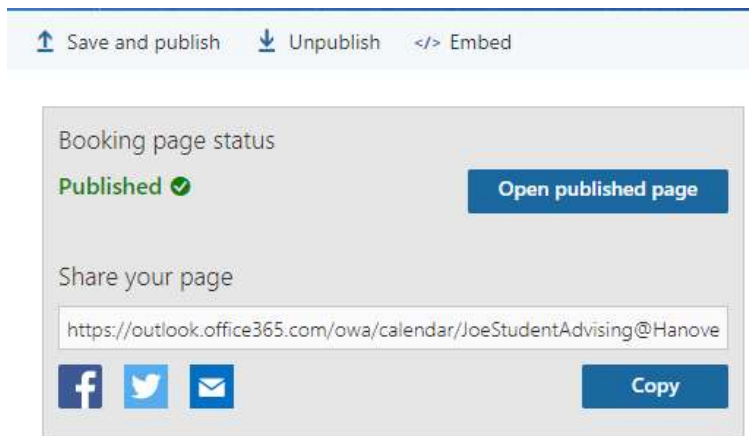
17. Clicking the 'Open published page' button will forward you to your personal booking page. What you see on that page, is what others will see when they attempted to schedule an appointment with you, so make sure to verify everything looks the way it should.

18. The 'Share your page' field at the bottom of the information box contains the link to your booking page. This link can be copied in an email, posted on a website, etc. and is what others will use to access you booking page.