FAU College of Medicine Support Center

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Creating a Microsoft Booking

Ankit Shah - 2022-12-21 - Software

Microsoft Booking: Creating a Booking

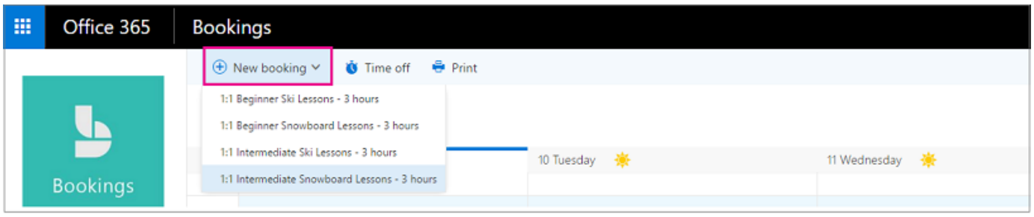
SEE VIDEO HERE

1. Go to Outlook.FAU.edu or Sharepoint.FAU.edu

2. Log in using your FAU account

3. In Microsoft 365, select the App launcher (the waffle menu), and then select **Bookings**.

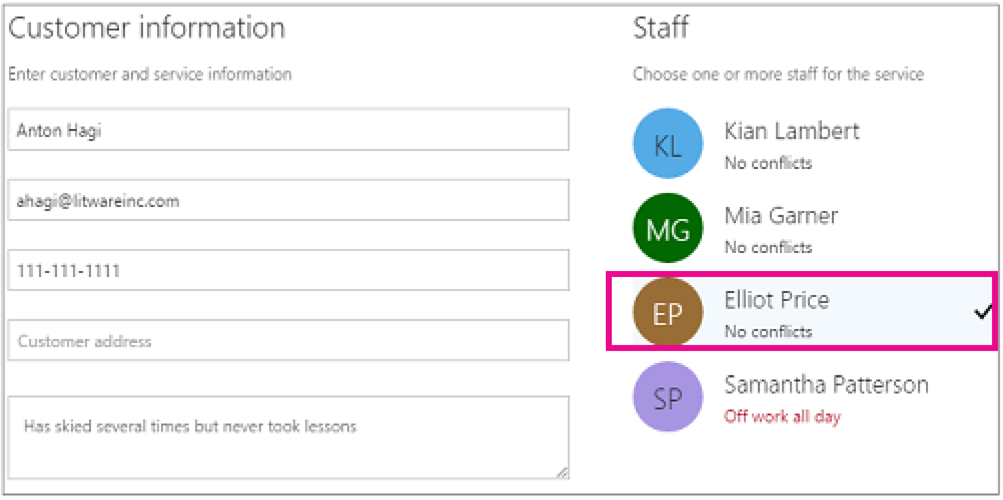
4. In the navigation pane, select **Calendar** > **New booking**.


Office 365
Bookings
New booking
Time off
Print
1:1 Beginner Ski Lessons - 3 hours
1:1 Beginner Snowboard Lessons - 3 hours
1:1 Intermediate Ski Lessons - 3 hours
1:1 Intermediate Snowboard Lessons - 3 hours
Bookings
10 Tuesday
11 Wednesday

5. Select the service to be provided. See Define your service offerings in Microsoft Bookings for service setup instructions.

6. Enter the customer information, including name, email address, phone number, and other relevant details.

7. Select the staff member to provide the service. The list of staff members shown is based on what you set up on the services page.



Customer information

Enter customer and service information

Anton Hagi

ahagi@litwareinc.com

111-111-1111

Customer address

Has skied several times but never took lessons

Staff

Choose one or more staff for the service

KL Kian Lambert
No conflicts

MG Mia Garner
No conflicts

EP Elliot Price ✓
No conflicts

SP Samantha Patterson
Off work all day

8. Enter the service details, including date, time, location, and other relevant information. Once you enter a valid email address for the customer, you'll see a note telling you that a confirmation will be sent to

the customer. The customer confirmation includes an attachment for them to add to their calendar. Selected staff members will also receive meeting invitations with the appointment information so they can add it to their personal calendars.

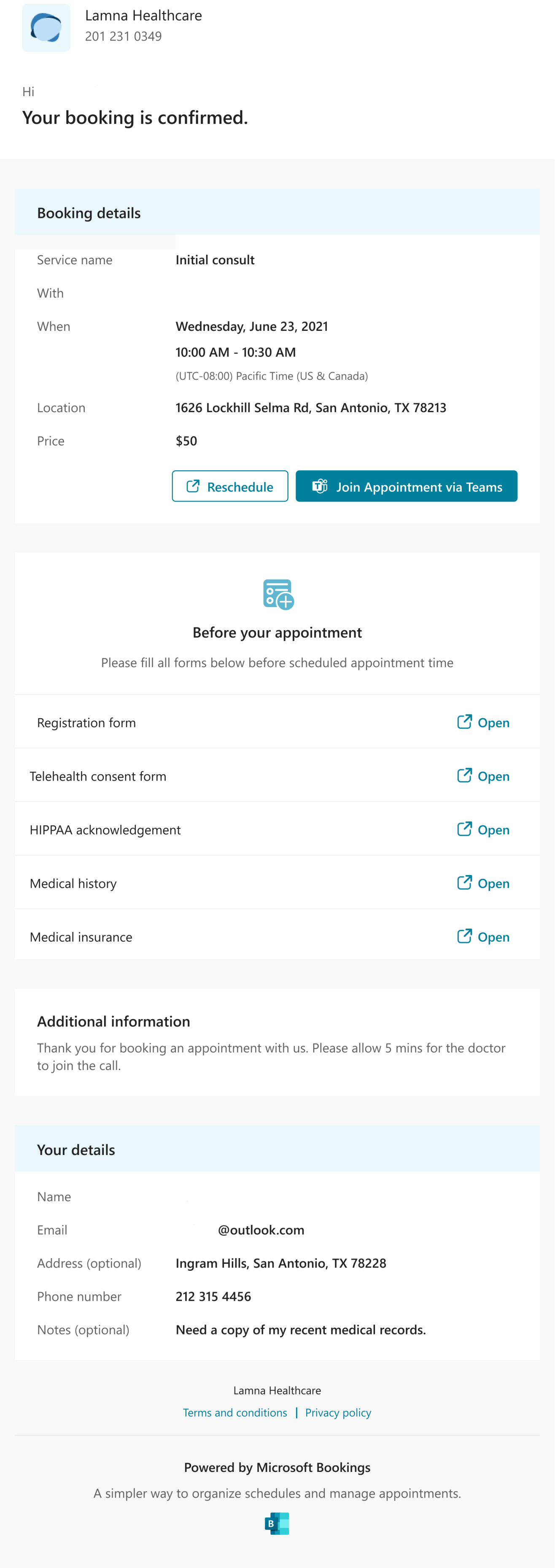
9. Select **Add an email reminder**.

10. Specify when the reminder should be sent, where it should be sent (**Customer**, **Staff**, **All attendees**), and what the reminder message should be.

11. https://www.microsoft.com/en-us/videoplayer/embed/RE4Zd77?postJsllMsg=true

12. Select **Create booking**.

    Here's an example email of the reminder your customer will receive:



Lamna Healthcare
201 231 0349

Hi

Your booking is confirmed.

Booking details

Service name	**Initial consult**
With	
When	**Wednesday, June 23, 2021** **10:00 AM - 10:30 AM** (UTC-08:00) Pacific Time (US & Canada)
Location	**1626 Lockhill Selma Rd, San Antonio, TX 78213**
Price	**$50**

Before your appointment

Please fill all forms below before scheduled appointment time

Registration form	Open
Telehealth consent form	Open
HIPPAA acknowledgement	Open
Medical history	Open
Medical insurance	Open

Additional information

Thank you for booking an appointment with us. Please allow 5 mins for the doctor to join the call.

Your details

Name	
Email	**@outlook.com**
Address (optional)	**Ingram Hills, San Antonio, TX 78228**
Phone number	**212 315 4456**
Notes (optional)	**Need a copy of my recent medical records.**

Lamna Healthcare
Terms and conditions | Privacy policy

Powered by Microsoft Bookings

A simpler way to organize schedules and manage appointments.

- Tags
- Booking
- Calendar
- Microsoft