FAU College of Medicine Support Center

What is Microsoft Bookings?

Ankit Shah - 2022-12-21 - Software

What is Microsoft Bookings?

WATCH VIDEO HERE

Bookings in Microsoft Teams lets you track, manage, and organize your team's appointments and calendars all in one place. You can create a Bookings calendar and add team members to it, build new appointment types, and create and manage in-person and virtual visits for your staff and attendees.

For staff:

- **Bookings calendar** - Create a Bookings calendar and view your staff's availability in a calendar view.
- **Appointment type** - Set up different appointment types and add details like a title and confirmation message that attendees will see. Toggle on attendee options to let them join from a mobile browser, or to send them text message confirmations. You can also add an email reminder for your staff members and attendees about an upcoming appointment.
- **Schedule appointments** - Select **New appointment**, choose an appointment type, and make it a Teams meeting or an in-person one. Details from your chosen appointment type get pulled in, but you can add customized notes as needed.

For attendees:

- **Join virtual appointments** - Attendees can join a booking by phone or desktop. Turn on your audio and video to create a more personal experience in the meeting.

- Tags
- Booking
- Calendar
- Microsoft