

Tech That Works For U

Introduction to Microsoft Bookings

Who We Are

PRESENTERS



EDWIN FLYNN
*Systems Analyst,
Integrated Solutions Support
UM Information Technology*



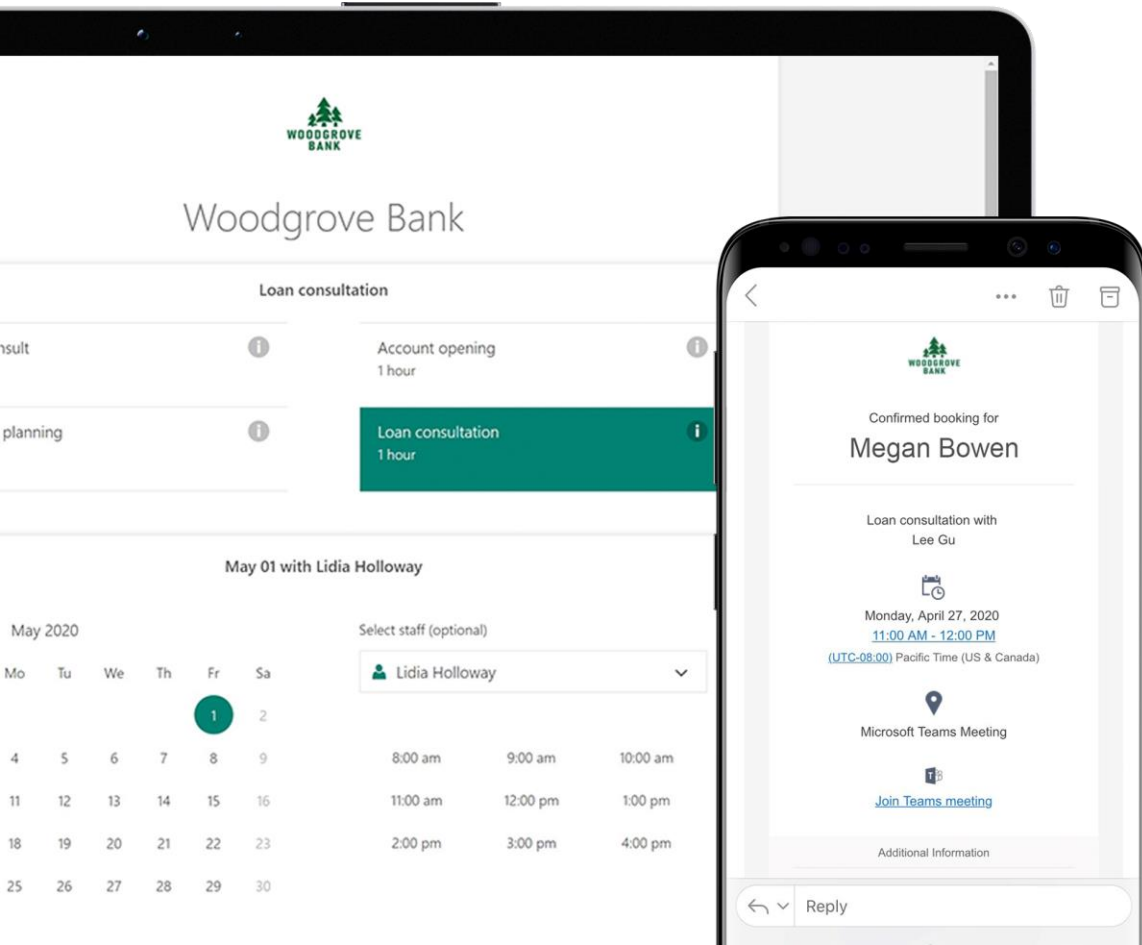
JARED NORMILE
Microsoft

MODERATOR



Arianna Torres
Microsoft

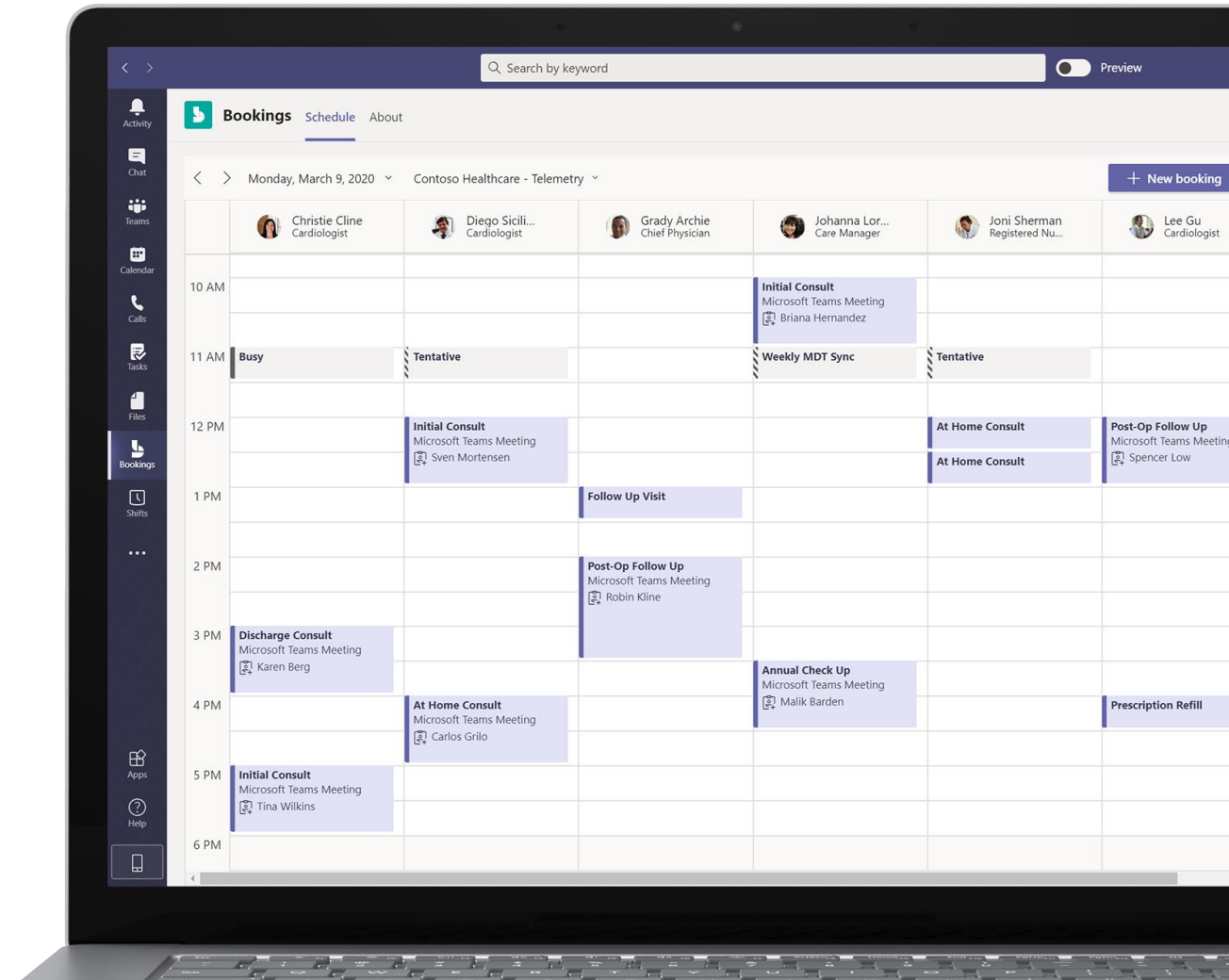
Simplify and save time



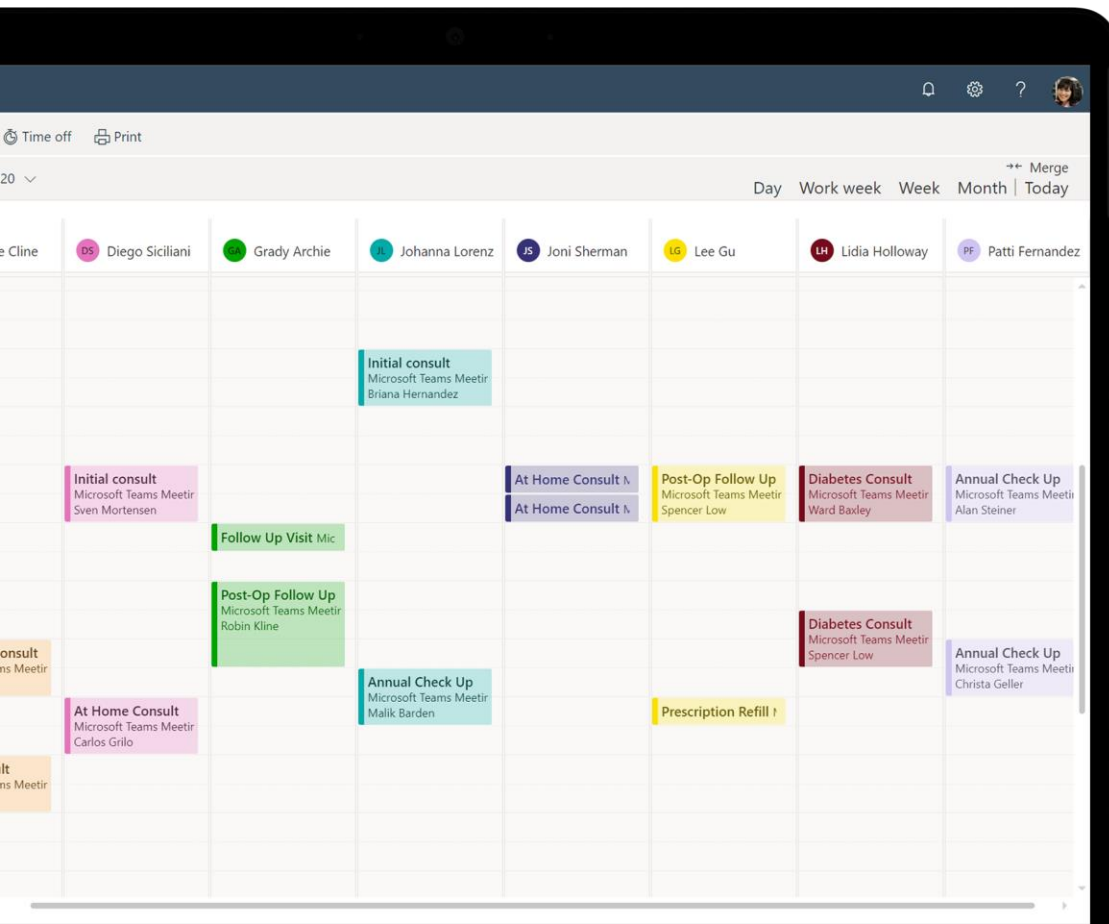
- Bookings gives you a **faster alternative to time-consuming and repetitive scheduling tasks**, all while optimizing your organizational resources.
- **Customize appointment details**, booking requirements, and specify service providers to streamline the booking experience.
- **Integration with staff's Office calendar** helps to quickly find available time to avoid double-booking, and an easy to navigate webpage lets your customers find and book appointments around the clock.
- Bookings helps you **spend less time scheduling** and more time meeting with customers.

Meet virtually

- Bookings provides you the **ability to make your organization's meetings virtual** with online meetings via Skype for Business and Microsoft Teams.
- **Each appointment booked as an online meeting** creates a unique meeting link that is sent to attendees so they can join via a web browser, phone dial-in, or the Skype or Teams app.
- Bookings is also **available as an app** within Teams, which allows you to create Bookings calendars, assign staff, and both schedule new and manage existing appointments without ever leaving Teams.



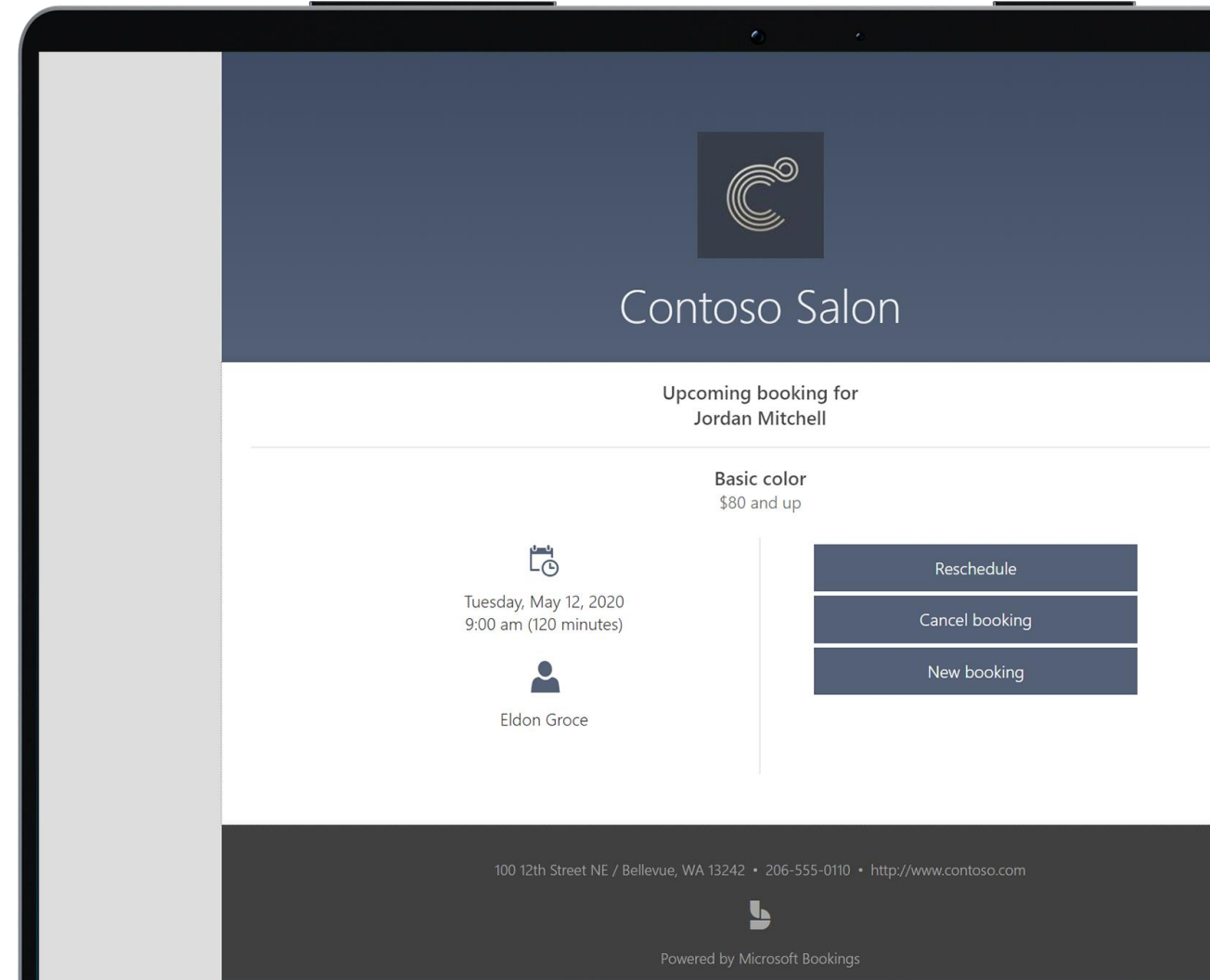
Customize your needs



- Bookings has built **in flexibility and customization options** that are designed to fit a variety of scheduling needs, including across departments, individuals, and conducting both internal and external appointments.
- You can **create and manage multiple Bookings calendars**, each with their own unique setup to accommodate specific goals and use cases.
- Bookings is **easily tailored** and provides a **variety of editable fields and settings** including page structure and information, staff details, appointment specifics, and custom communications.
- It is **one solution** that can be used across your organization.

Delight customers and clients

- Your customers will love the **flexibility, convenience, and control** they get with Bookings.
- They can **visit your booking page** whenever they want, book the time and service they need, get a confirmation email and calendar invitation, and reschedule or cancel if they must.
- If you prefer to **book appointments on behalf of your clients**, simply enter the appointment details in Bookings and all confirmations and reminders will be sent, and all changes tracked.



Demonstration

Microsoft Bookings



Any Questions?

Support Resources

Microsoft Bookings

<https://outlook.office.com/bookings/homepage>

Microsoft Bookings Support

<https://support.microsoft.com/en-us/office/what-is-bookings-42d4e852-8e99-4d8f-9b70-d7fc93973cb5>



Next Steps



Visit Our Tech Talk Page

You can see today's presentation and past Tech Talks at



it.miami.edu/TechTalk

Our Next Tech Talk

Introduction to OneDrive for Business & SharePoint

Thursday, July 14, 2022

Microsoft Teams

2 PM – 3 PM



Feedback Survey

Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/3mQNHXE>



Get In Touch With Us



Get In Touch With Us



it.miami.edu/techtalk



techtalk@miami.edu

Thank 