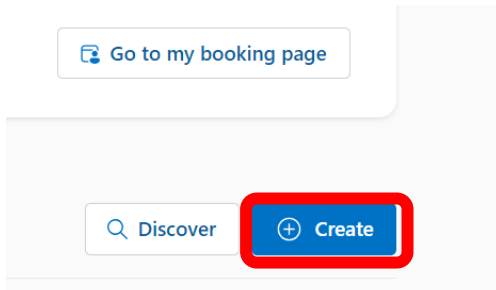


Microsoft Bookings for Bookable Academic Tutoring

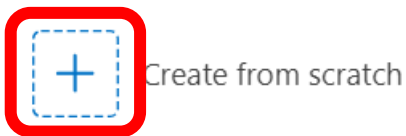
- 1) Go to <https://outlook.office.com/bookings>
- 2) Click **create**.



- 3) Select **create from scratch**.

Create a shared booking page

Choose how you want to get started



- 4) Call your Bookings site **"Bookable Academic Tutoring"**

You can add a picture of yourself if you want to by clicking **add logo**.

Change business type to **Education**.

And click **next**.

Step 1 of 4

Create a new shared booking page

The business name you enter here will be used to create the email address for sending booking invites (e.g., businessname@domain.com) and the booking page link (e.g., <https://book.ms/b/businessname@domain.com>).

Name *

Bookable Academic Tutoring

+ Add a logo

Business type

Education

Business hours

Mon-Fri, 9:00 AM - 5:00 PM

[Change](#)

Next

5) Click **next** again.

Step 2 of 4

Invite staff

Invite a few people to get started. You can always make changes, invite external users or configure their availability later.

Invited staff will be assigned the Team member role by default. You can assign different roles to ensure they have adequate access. [Learn more about roles](#)

Search or add a resource

JM Jonathan Mason
ad9357@coventry.ac.uk

Administrator

← Previous

Next

6) Select **change**.

Step 3 of 4

Set up a service

A service is an appointment type. We've created an initial appointment type below that you can customise as you see fit.

You'll be able to add more services and customise later on.

Office hours

20 mins Mon-Fri, 9:00 AM - 5:00 PM

Change

7) Change the duration to **15** minutes and then **update service**

Edit service

Service name *

Office hours

Service duration

15 mins

When is this service available?

Work week

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Time

09:00

to

17:00

Make this a Teams meeting

× Discard

Update service

8) Click **next** again.

9) We recommend for the first few weeks of term you select **Anyone under** “Choose who can book appointments”). This means that those students who do not yet have a Coventry account, e.g. international students, can still book a meeting with you.

After the first few weeks when account issues are resolved, we recommend you change this. We will come back to this later in this guide.

Select **create**

Step 4 of 4

Choose who can book appointments

Set permissions for who can see the bookings page, check availability, and book appointments.

No self-service
Schedule appointments only from the Bookings app

People in my organisation
People can book with an internal self-service page

Anyone
People can book with a public self-service page

← Previous

Create

10) Now click **get started**.



Bookable Academic Tutoring is now ready to take bookings!

People can book appointments at:

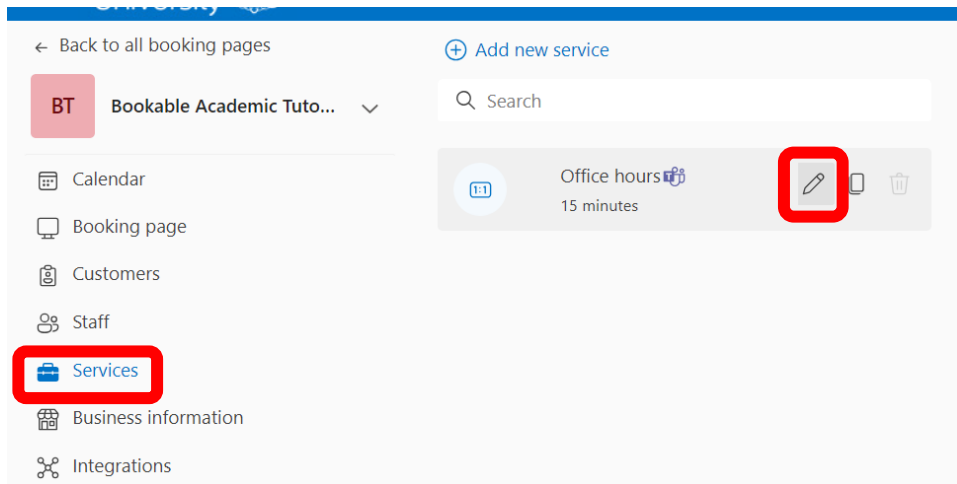
<https://outlook.office365.com/owa/calendar/BookableAcademicTutoring1@live.coventry.ac.uk/bookings/>

Share

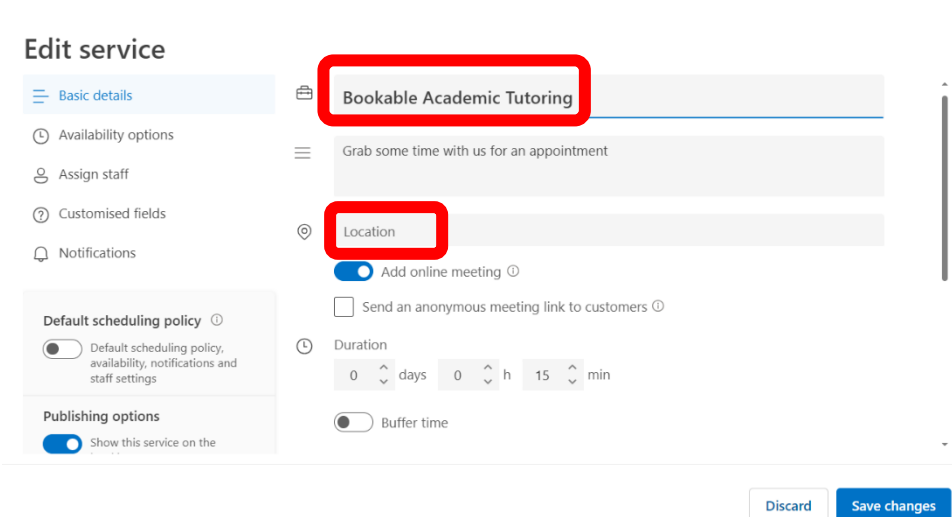
There's a lot more that you can do to customise your scheduling experience. We will help you discover these as you continue using Bookings.

✓ Get started

11) Click **services** on the left hand-side and select the **pencil icon**.



12) Change the name to **“Bookable Academic Tutoring”**
Add your office **location**.



13) Now go to availability options.

Change **time increments** to **15 minutes**.

Change **minimum lead time** to **0.1** (this is to allow any last-minute bookings by students).

Change **maximum lead time** to **90 days** (or however long your module runs for).

Edit service

Basic details

Availability options

Assign staff

Customised fields

Notifications

Default scheduling policy ⓘ

Default scheduling policy, availability, notifications and staff settings

Publishing options

Show this service on the booking page

Scheduling policy

Time increments
Show available times in increments of

15 minutes

Minimum lead time
Minimum lead time for bookings and cancellations

0.1 hrs

Maximum lead time
Maximum days a booking can be made advanced in

90 days

Availability

In general, a service can be booked when its staff are free. If you wish to customise this further, you can do so below.

General availability:

Customised hours (recurring weekly)

14) Scroll down and change the customised hours to whenever your bookable academic tutoring takes place. In this example we are using 10:00 – 11:00 on Mondays and 15:00 - 16:00 on Thursdays.

Then delete the other days/times.

You should have two hours of office hours on different days.

Edit service

Default scheduling policy, availability, notifications and staff settings

Publishing options

Show this service on the booking page

Availability

In general, a service can be booked when its staff are free. If you wish to customise this further, you can do so below.

General availability:

Customised hours (recurring weekly)

Monday	10:00	11:00	+
Tuesday	Not bookable		+
Wednesday	Not bookable		+
Thursday	15:00	16:00	+
Friday	Not bookable		+
Saturday	Not bookable		+

Discard Save changes

Please note: MS Bookings knows if you have something else in your calendar, e.g. if you have annual leave on the 15th February and have put this on your calendar then it will not be bookable by students.

15) Scroll up to **assign staff**.

Toggle off where it says **allow customers to choose a particular staff for booking**.

Assign staff to the service


Assign any of your selected staff for an appointment. ⓘ

Assign all of your selected staff for an appointment. ⓘ

Allow customers to choose a particular staff for booking

Select Staff

🔍 Search for a staff member

 Jonathan Mason

Assigned staff

ⓘ No staff assigned yet

16) Go to **customised fields**. Untick **phone number**, **customer address** and **customer notes**. And **add a custom field**.

Edit service

☰ Basic details

🕒 Availability options

👤 Assign staff

🔍 Customised fields

🔔 Notifications

Customer information

Customer email

Phone number

Customer address

Customer notes

Required

Required

Required

Required

Default scheduling policy ⓘ

Default scheduling policy, availability, notifications and staff settings

Customised fields

No customised fields selected.

[+ Add a customised field](#)

- 17) Select the drop down > **text question** > type in something like “what would you like to discuss during this meeting?” > **Save changes**

+ Add a customised field

Text question ▼ 🗑️ ↑ ↓

Text question

Drop-down question

Discard **Save changes**

Text question ▼ 🗑️ ↑ ↓

What would you like to discuss during this meeting?

Discard **Save changes**

- 18) Select **Add customised field** again and repeat step 17. However, this time select **Drop-down question**.
Ask the student if they would like their meeting to be in-person or via Teams > click **add option** > add one **option** being **in-person** and the other **via Teams** > click **save changes**

Drop-down question ▼ 🗑️ ↑ ↓

Would you like this meeting to be in-person or via Teams?

In-person 🗑️

Via Teams 🗑️

+ Add option

Discard **Save changes**

- 19) Click **select** next to each question and then toggle both as **required**.

+ Add a customised field

Selected 🗑️ 🔧 Required

Would you like this meeting to be in-person or via Teams?

In-person

Via Teams

Selected 🗑️ 🔧 Required

What would you like to discuss during this meeting?

20) Go to **notifications** > keep everything under **settings** ticked

Edit service

Basic details

Availability options

Assign staff

Customised fields

Notifications

Default scheduling policy ⓘ

Default scheduling policy, availability, notifications and staff settings

Publishing options

Show this service on the booking page

Text message notifications

Enable text message notifications for your customer

This feature requires a Teams Premium licence. Contact a global administrator at your organisation to request one. [Learn more.](#)

Email confirmation

A confirmation email is sent to your customers and assigned staff immediately after an appointment is scheduled, updated or cancelled.

Settings

- Notify the business via email when a booking is created or changed
- Send a meeting invite to the customer, in addition to the confirmation email

Add additional information

A[°] B I U

Add additional information and links that your customers will receive in their email confirmation

21) We recommend that you add some additional **e-mail reminders** (for example one day before they attend the meeting).

You could write something reminding students to cancel the booking if they are no longer able to attend.

Select **save changes**

Edit service

Default scheduling policy ⓘ

Default scheduling policy, availability, notifications and staff settings

Publishing options

Show this service on the booking page

A confirmation email is sent to your customers and assigned staff immediately after an appointment is scheduled, updated or cancelled.

Settings

- Notify the business via email when a booking is created or changed
- Send a meeting invite to the customer, in addition to the confirmation email

Add additional information

A[°] B I U

Add additional information and links that your customers will receive in their email confirmation

Email reminders

Send reminder emails to your customers and staff (and optionally the business) before the appointment.

[Add an email reminder](#)

22) Go to **Bookings page**.

There are a couple of options that I would recommend selecting here.

- The “Disable direct search engine indexing...” means that your booking page does not appear on Google. Please tick this.
- “Require a one-time password...” means that students are emailed a code to log in. **I would recommend using this option whilst** “available to people in your organisation” is selected. Later - after a few weeks - when everyone has Coventry accounts, you can switch it back to “available to people in your organisation” and get rid of the one-time password requirement.

Now click **save**

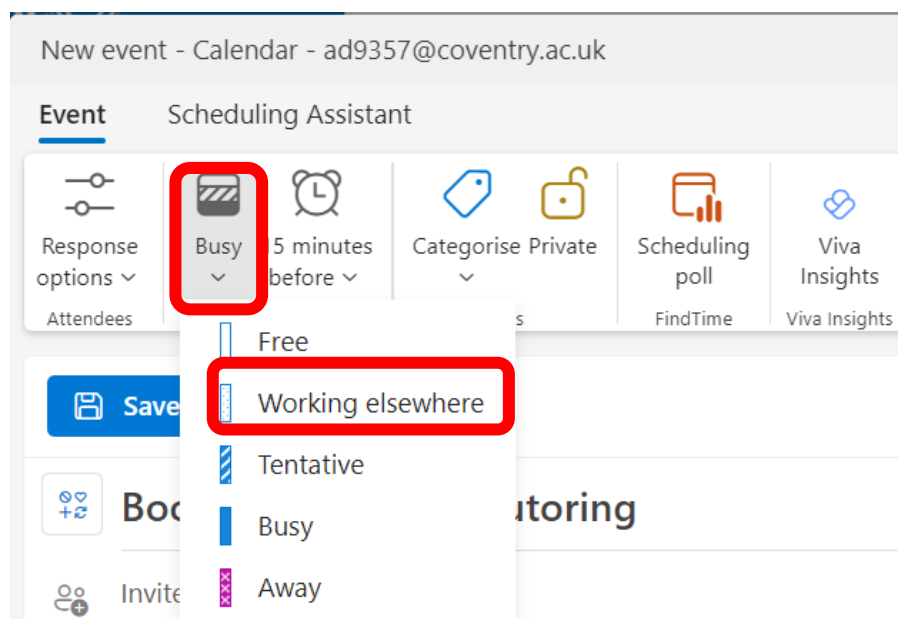
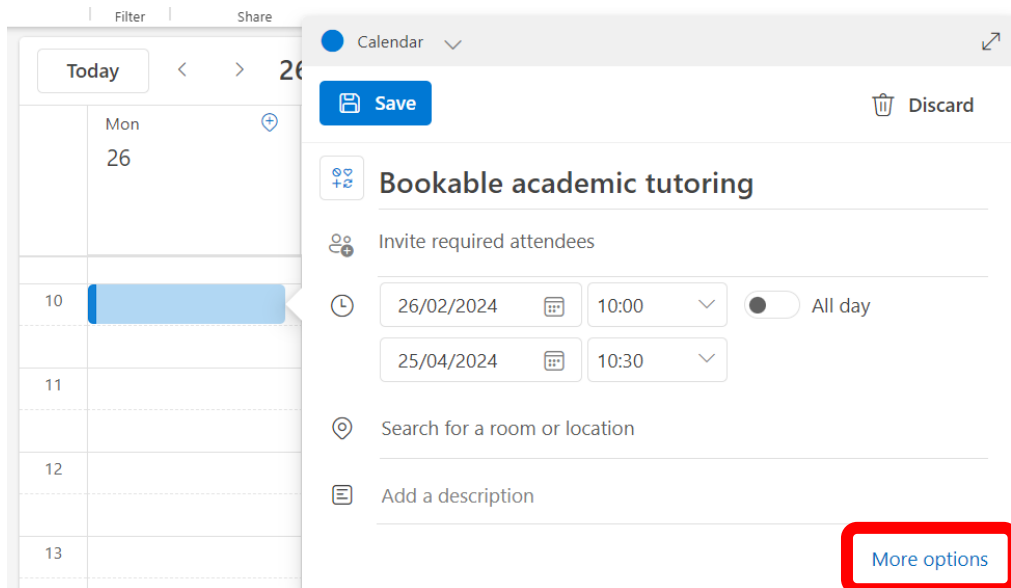
The screenshot shows the Microsoft Bookings configuration interface. On the left sidebar, the 'Booking page' option is highlighted with a red box. The main content area is divided into two sections: 'Configure booking page' and 'Manage your booking page'. In the 'Configure booking page' section, a dropdown menu is set to 'Available to people in your organisation'. Below this, the 'Your booking page:' URL is displayed as <https://outlook.office365.com/owa/ca...>, with buttons for 'Email' and 'Embed'. In the 'Manage your booking page' section, two checkboxes are checked and highlighted with a red box: 'Disable direct search engine indexing of booking page' and 'Require a one-time password to create bookings'.

23) Below is the **link** to your bookings page which you can give to students.

The screenshot shows the Microsoft Bookings configuration interface. The 'Your booking page:' URL is highlighted with a red box. The URL is <https://outlook.office365.com/owa/ca...>. The interface also shows a 'Save' button and a 'Discard' button at the top.

24) If you want to put a placeholder in your calendar for your bookable academic tutoring hours then you need to set this time as **“working elsewhere”** not **“busy”** (otherwise MS Bookings will no allow students to book an appointment during this time).

To do this go to **More options** and change **Busy** to **Working elsewhere**



Important:

After a few weeks, when all your students have Coventry accounts, remember to go back to step 22 and change it so that your Bookings are open to only those at Coventry University. After you have done this, untick **“require a one-time password”**.