Concord University Information Technology

Serving Students, Faculty, and Staff

Microsoft Bookings

Key benefits

- Easily manage your Office Hours and Advising
- Integrated with your University Office365 email and calendar
- Automatically schedules meetings during the office hours of your choice
- Customizable for the general or specific meetings you prefer to hold with your students
- Sets up calendar events for you and the student that schedules the meeting (including reminders)

Concord IT

Walk-in Location:
2nd Floor of the Rahall Technology Center
Room 254
Normal Hours of Operation:
Monday-Friday, 8:00 AM- 4:00 PM
Contact:
On Campus – ext. 5291
Off Campus – (304) 384-5291
Email: cuhelpdesk@concord.edu

Setting Up Your Bookings Calendar

1. Log into **Office365.com** using your Concord credentials
2. Click the **Bookings** icon
3. Click **Get it now**
4. Click **Add a booking calendar**
5. In the **Business Name** field follow the naming convention of Office Hours – username
    a. Enter Office Hours – your username
6. Leave the **Business Type** field blank
7. Click **Continue**

Setting Up Your Standard Office Hours

1. Click **Business Information**
    a. In the **Business address** field add your building and office room number
    b. In the **Business phone** field add your office phone number
2. Set your office hours per day under the **Business hours** section
3. Press **Save**

Setting Up Your Meeting Preferences

1. Click **Booking Page**
    a. Under the **Booking page access control** section
        i. Check the box for **Require a Microsoft 365 or Office 365 account from my organization to book**
    b. Under the **Scheduling policy** section
        i. Set your preferred **Time increments**
        ii. Set your **Minimum lead time** (in hours)
        iii. Set your **Maximum lead time** (in days)

c. Under the **Email notifications** section
   i. Check the box for **Notify the business via email when a booking is created or changed**
   ii. Check the box for **Send a meeting invite to the customer, in addition to the confirmation email.**
d. Under the **Staff** section
   i. Uncheck the box for **Allow customers to choose a specific person for the booking**
e. Click **Save and Publish**

Setting Up Your Bookable Meetings (called Services)

1. Click **Services**
   a. Click **Add a service**
   b. In the **Service Name** field enter something like the following:
      i. Office Hours – in person
      ii. Office Hours – virtual
      iii. Advising – in person
      iv. Advising – virtual
   c. Click your name under **Assign Staff**
   d. **Description** is optional but encouraged
   e. If the meeting is designated to be virtual click the toggle button for **Add online meeting**. Enter a special location if the default office location is not to be used. Leave **Default location** blank if your default office location is to be used.
   f. Set how long the meeting is allowed to take under **Default Duration**
   g. Under the **Buffer time your customers can't book** section
      i. Click the slider button to **On**

ii. Set **After Hours** to the number of minutes you need afterward for processing (5 minutes minimum)

h. Under the **Reminders and Confirmations** section

i. Check the box for **Enable text message notifications for your customer.**

i. Click **Save**

j. Hover your mouse over **Initial Consult** and click the **trashcan icon** to delete this default service.

How to Configure a Meeting for Special Day/Time Requirements

1. Click **Services**
2. Click the service you wish to edit
3. Under the **Online Scheduling options** section
   a. Uncheck the box for **Use the default scheduling policy**
   b. Under the **Availability** section
      i. In the **General availability** drop-down field select **Custom hours (recurring weekly)**
      ii. Set the custom availability as needed
4. Click **Save**

How to Handle a Drop-In

1. Create a service called **Drop-In**, following the steps for **Setting up Your Bookable Meetings.**
2. Set all the regular fields for length of time and buffer time
3. Under the **Publishing options section**.
   a. Uncheck the box for **Show this service on the booking page**.
4. Click **Save**

*Now, if a student drops in without booking ahead of time, you can manually schedule the meeting to avoid double bookings on your calendar.

How to Share Your Booking Calendar with Your Students

1. Click **Booking Page** to find the URL of your Booking web page. Copy the link.
2. Visit **https://tinyurl.com/** and create a tiny URL for your Booking calendar
    a. Link to your Booking Calendar in Blackboard
    b. Link to your Booking Calendar in Facebook and/or Twitter if you use these professionally
    c. Email the link to your students
    d. Put the tiny URL link in your Syllabus
    e. Include the link to your Booking Calendar in your email signature
3. Visit **https://forqrcode.com/** and create a scannable QR code of your Booking Calendar URL
    a. Print and post on your office door
    b. Embed the QR code in an email
    c. Post on Blackboard