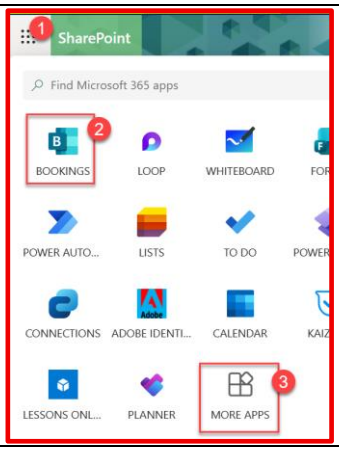
For this example we will create meeting times for Parent/Teacher conferences

From the PPS Staff Page select SharePoint

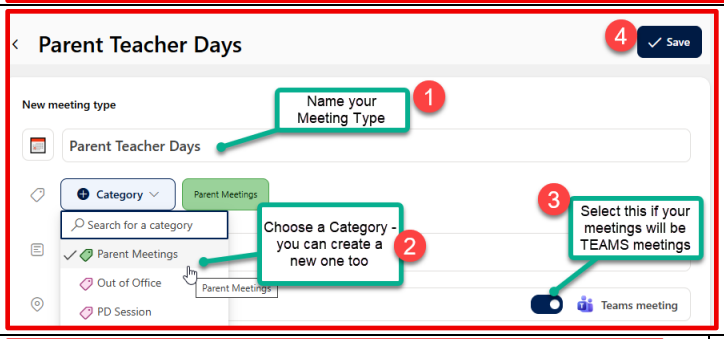
Login to My PPS Sharepoint

1. Click the Brady Bunch Icon
2. Select Bookings if you see the icon
3. If not – select MORE APPS to find Bookings

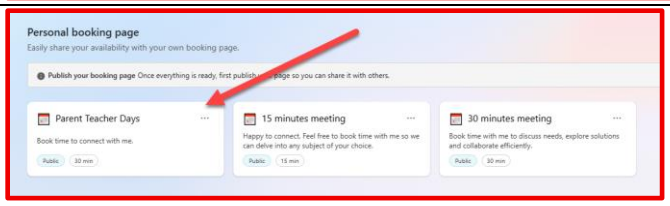


Click Create Meeting Type

I created ***Parent Teacher Days***

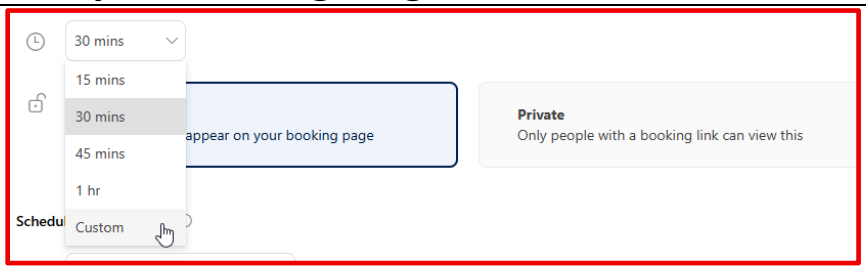


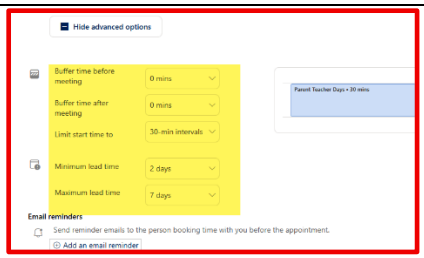
1. Name your Meeting Type
2. Pick a Category or create a new one
3. Select TEAMS if desired
4. Save

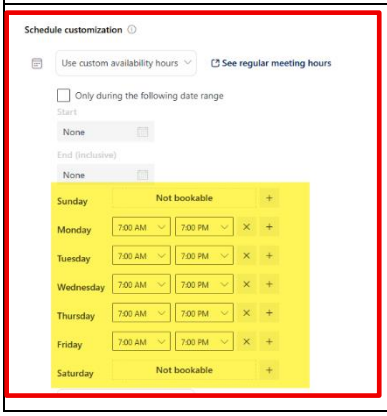


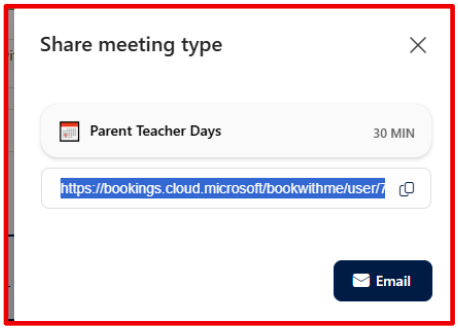
You now have a Meeting Type…click it to edit

Edit your Meeting Length…….and set Rules – like Lead Time







Lastly – set your Bookable times and days

You now have a link that you can share and recipients can use it to book time with you.