



MICROSOFT BOOKINGS QUICK GUIDE

Create Parent/Teacher Conference Times



1 ACCESS BOOKINGS

From the PPS Staff Page
select SharePoint

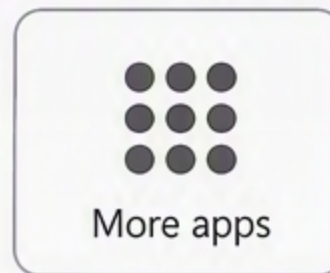
1 Click the
Brady Bunch Icon



2 Select Bookings
if you see the icon



3 If not – select
MORE APPS to
find Bookings



TIP

Bookings helps you
schedule and manage
appointments
efficiently.

2 CREATE A MEETING TYPE

Click
Create Meeting Type

I created
Parent Teacher Days



1 Name your
Meeting Type

Meeting type name

Parent Teacher Days ✓



2 Pick a Category
or create
a new one

Category

Parent/Teacher ▼

+ Create new
category



3 Select TEAMS
if desired

Video conferencing



Microsoft Teams



4 Save

Save

Cancel



3 EDIT YOUR MEETING TYPE SETTINGS

1 Edit Your
Meeting Length

Duration

30 minutes ▼



Choose the length
of each meeting
time slot.

2 Set Rules

Rules

Lead time

1

day ▼

Minimum time before
a booking can be made.



3 Set Your Bookable
Times and Days

Availability

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Bookable hours

8:00 AM ▼

to

4:00 PM ▼



Set when you are
available for booking.

4 SHARE YOUR BOOKING LINK



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

Where to share:



Email



Website



School
Communication
Platforms



Newsletters



Simple. Organized. Connected.

Microsoft Bookings makes scheduling easy!

