MICROSOFT BOOKINGS
QUICK GUIDE

Create Parent/Teacher Conference Times

Bookings

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

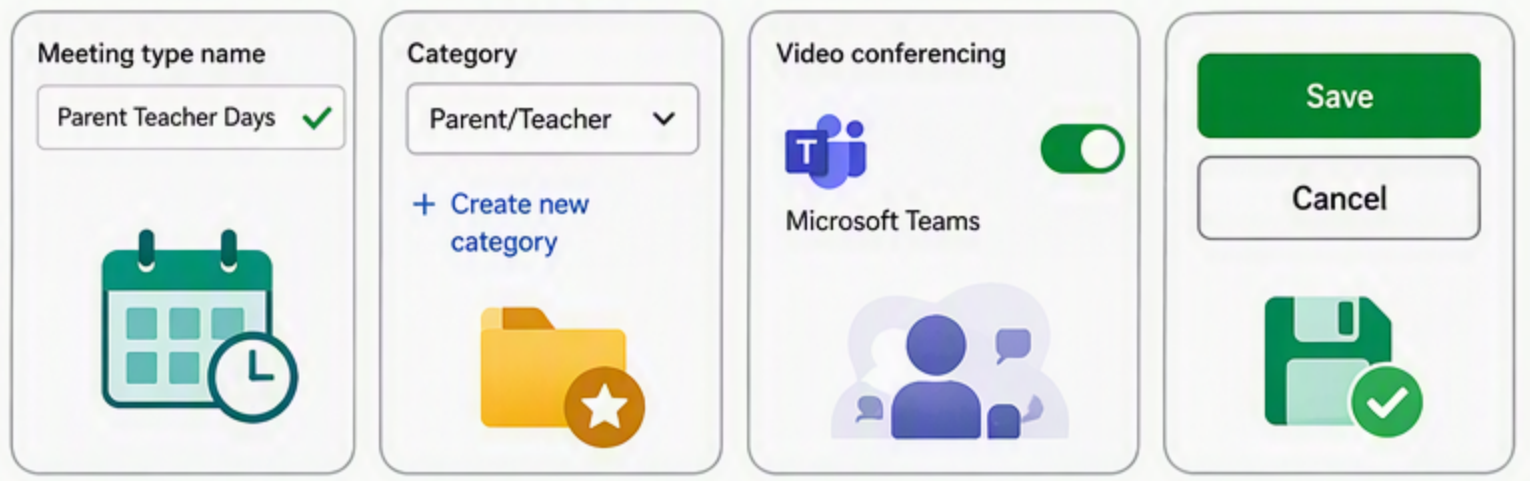
I created *Parent Teacher Days*

1 Name your Meeting Type

2 Pick a Category or create a new one

3 Select TEAMS if desired

4 Save

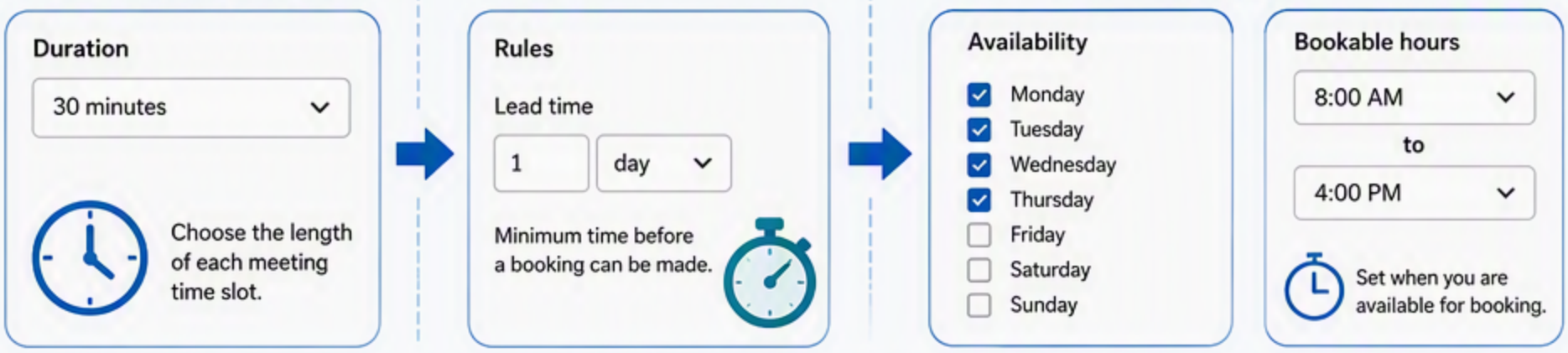


3 EDIT YOUR MEETING TYPE SETTINGS

1 Edit Your Meeting Length

2 Set Rules

3 Set Your Bookable Times and Days



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!