

Instructions for Requesting an Appointment using Microsoft Bookings:

What Is Microsoft Bookings?

Microsoft Bookings is an online scheduling tool that makes it easy to book your appointments. You can select an available time, receive confirmations, and manage appointments from any device.

Getting Started

Step 1: Open the Booking Link and search for available appointments.

1. Click the Bookings [link](#). **This link will only be available from October 5 through October 21.**
2. Select a service. There are 3 different services to select from. **NOTE for families with multiple children:** You can select one 30 minute appointment for 1 child, an hour session for 2 children and a 1.5 hour session for 3 children.

Select service	
Portfolio Review for 1 Student 30 minutes	 
Portfolio Review for 2 Students 1 hour	 
Portfolio Review for 3 Students 1 hour 30 minutes	 

3. After selecting the service, you can select a specific reviewer or you can move to step 2.
4. If you would like to search availability for a **particular reviewer**, use the drop down under Select Staff to search for only appointments for a particular reviewer.

Select staff (optional)

 Anyone 

5. Please register for one 30 minute appointment per student.
6. **Use the child's name for registration.** Include the parent name below in the required field for Additional Information.

Step 2: Choose a Date and Time

1. You can view available appointment times by scrolling through the calendar. Select a date and time for your appointment. You may only select one date and one time.

< > October 2026

Select staff (optional)

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8:30 AM

9:00 AM

9:30 AM

10:15 AM

10:45 AM

11:15 AM

1:00 PM

1:30 PM

2:00 PM

2:45 PM

⌚ All times are in (UTC-05:00) Eastern Time (US & Canada) ▼

2. Choose an available time slot that works best for you.

Step 3: Enter Your Information

Complete the required fields, which may include (see below):

- **Name** – Please use the **STUDENT NAME** for Booking the appointment.
- **Email address** – Use **YOUR EMAIL** Address. The appointment reminder and meeting link will be sent to the email address you enter.
- **Phone number** – So that we can contact you if needed.
- **Provide Additional Information** – This is the place where you will enter the **PARENT Name**.

Tip: Double-check your email address to ensure you receive confirmation and reminder notifications.

Add your details

Student Name

Parent Email

Phone number *

Notes

Add any special requests (optional)

Provide additional information

Parent Name

Step 4: Confirm Your Appointment

1. Review your appointment details.
 2. Select **Book**.
 3. Wait for the confirmation message to appear.
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After You Book

Confirmation Email

You will receive a confirmation email that includes:

- Date and time of your appointment
- Virtual meeting link
- Appointment details
- Options to cancel or reschedule. Note: you may only cancel or reschedule within the open registration period. After that time, you will need to call or email our office to change or cancel your appointment.

Calendar Invitation

In many cases, an appointment will automatically be added to your calendar.

Canceling or Rescheduling an Appointment

1. Open your confirmation email.
2. Select **Cancel Appointment** or **Reschedule Appointment**.
3. Follow the prompts to choose a new time or cancel your booking.

Note: You will not be able to use this feature after the registration period closes.

Joining a Virtual Appointment

1. Open the confirmation email.
2. Click the Microsoft Teams meeting link a few minutes before your appointment.
3. Follow the prompts to join the meeting.

Best Practices

- Join 5 minutes early.

- Test your camera and microphone.
 - Use a quiet location when possible.
 - Ensure you have a stable internet connection.
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Frequently Asked Questions

I did not receive a confirmation email.

- Check your Junk or Spam folder.
- Verify that you entered the correct email address.
- Contact our office if you still do not receive confirmation.

Can I book more than one appointment?

Yes, if you have multiple children to schedule, you will need to follow the instructions above for all of the children.

Can someone else book on my behalf?

Yes, but the appointment confirmation will be sent to the email address entered during booking.

What time zone is used?

Microsoft Bookings automatically displays available appointments based on your local time zone whenever possible.

Need Help?

If you experience scheduling issues or need assistance, please contact our office.
