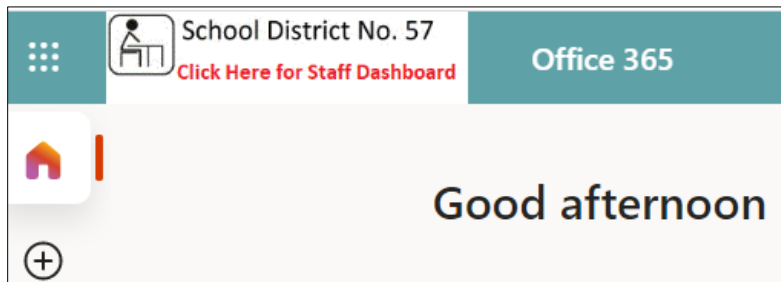


Microsoft 365: Getting Started with Bookings

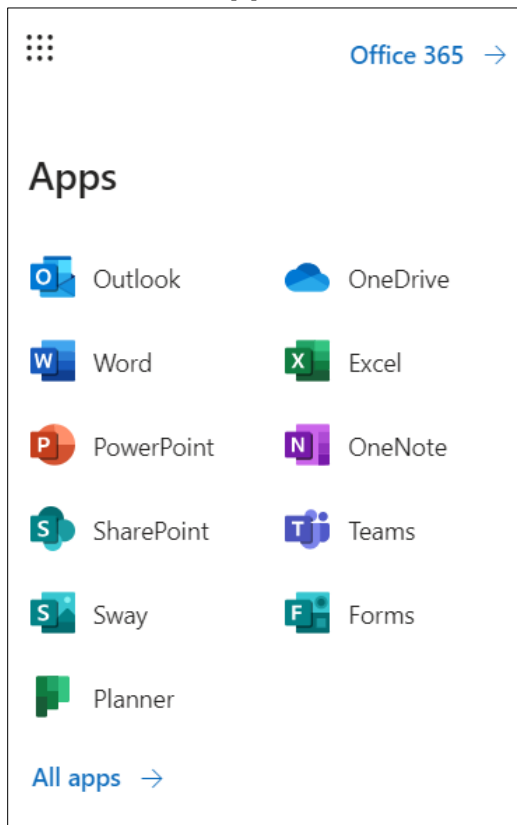


Bookings: Getting Started

1. Sign in to Office 365.
2. Click the waffle symbol beside the SD57 Staff Dashboard button.

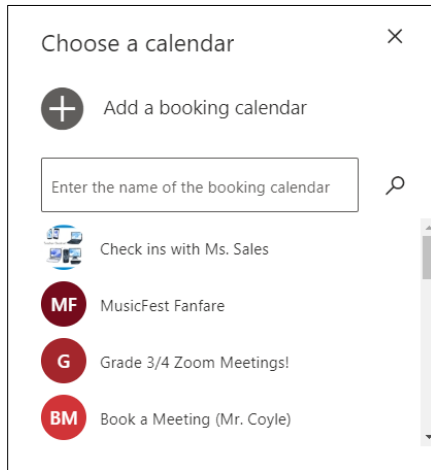


3. Click **All apps**.



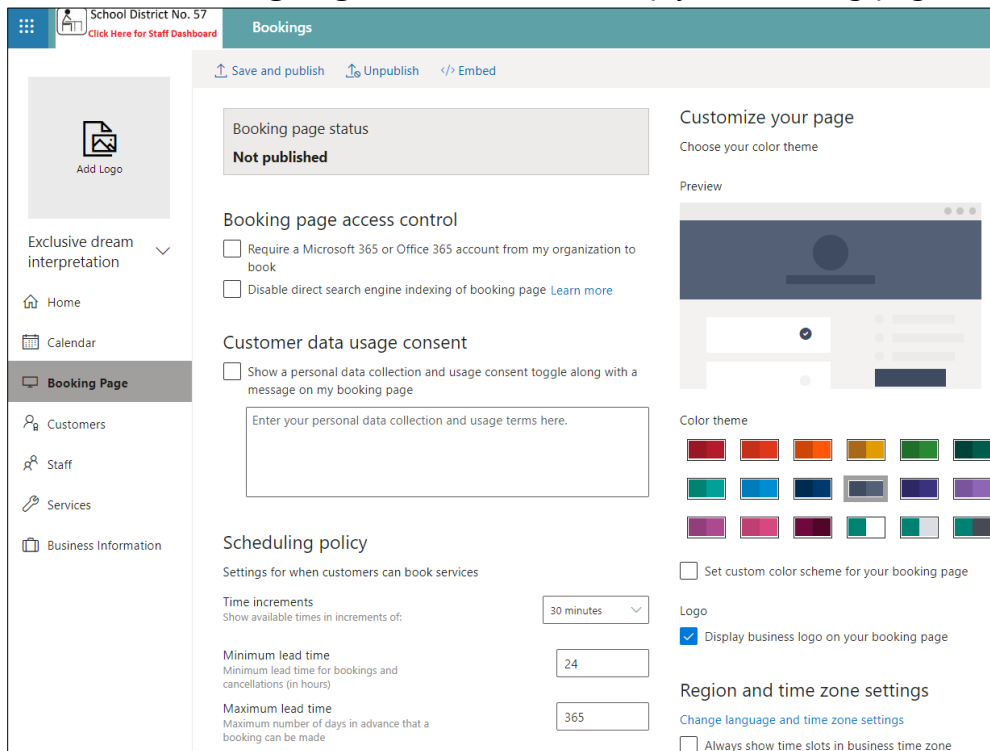
4. Click **Bookings**.
5. Click **Get it now**.

- This is where you can open existing booking calendars or create new ones. Search by typing the name of the calendar you want to view and clicking the magnifying glass.

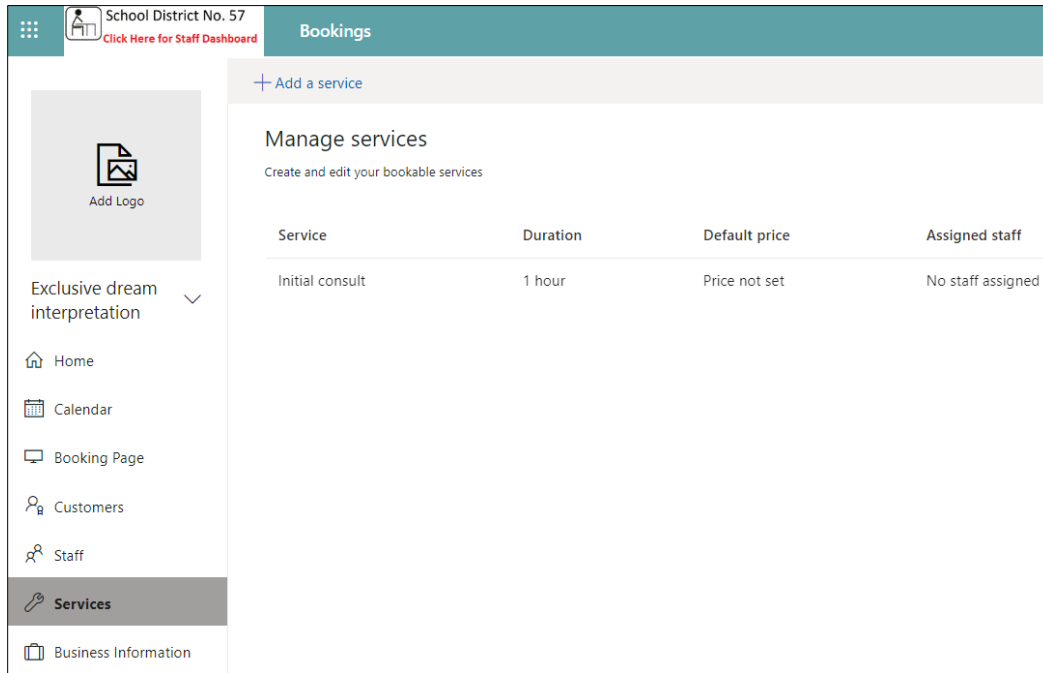


Note: Some calendars are listed below the search bar. This is a sampling, not a comprehensive list of all of SD57's booking calendars.

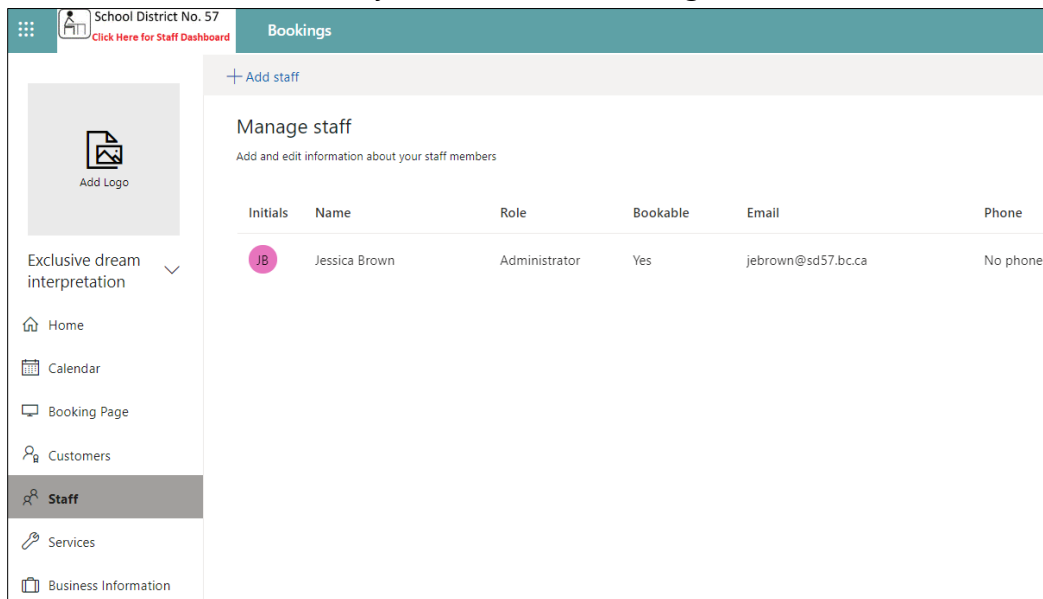
- To create a new booking calendar: click **Add booking calendar**.
- Type the name of your new booking calendar. Be as specific as you can so it is easy for people to find. Ignore the type of business line: it's not relevant to us.
- Click **Booking Page** (left menu) to set up your booking page.



10. Click **Services** to set the type of bookings and add more information.



11. Click **Staff** to add additional people. You are added automatically as an Administrator when you create the booking calendar.



For more step-by-step guides for Office 365, please go to:

<https://www.sd57curriculumhub.com/office-365>

Version History

Version	Date	Description
4.0	October 2020	New documentation for Microsoft 365