

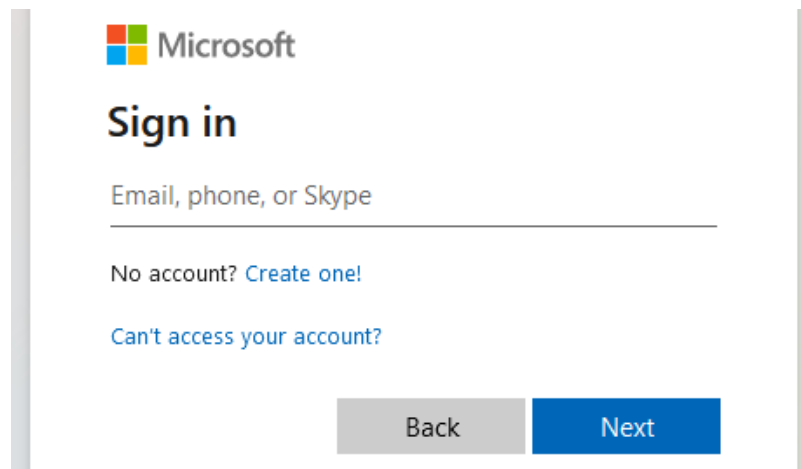
Setting Up Microsoft Bookings for College Faculty Office Hours Step-by-Step Instructions

This guide will walk you through creating a Microsoft Bookings page specifically for your college faculty office hours.

Prerequisite: A Microsoft 365 account with access to Bookings

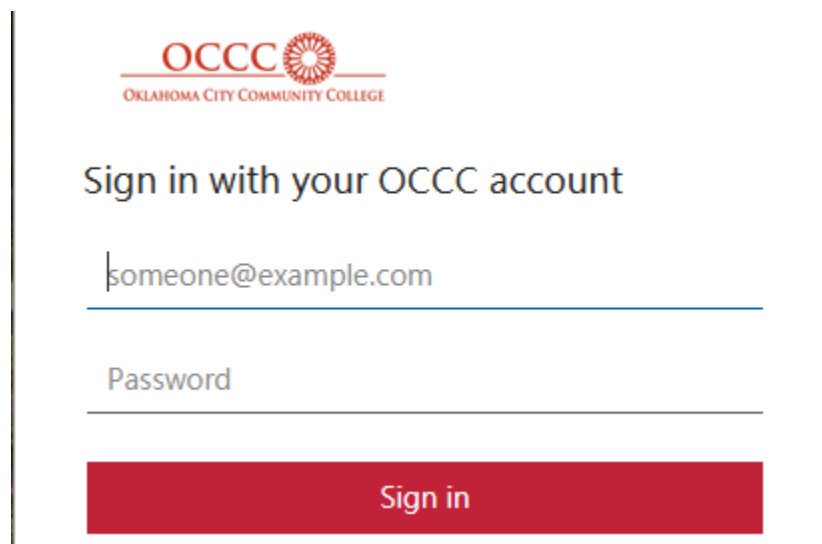
Step 1: Access Bookings

Open a web browser and navigate to portal.office.com. Sign in using your OCCC email address.



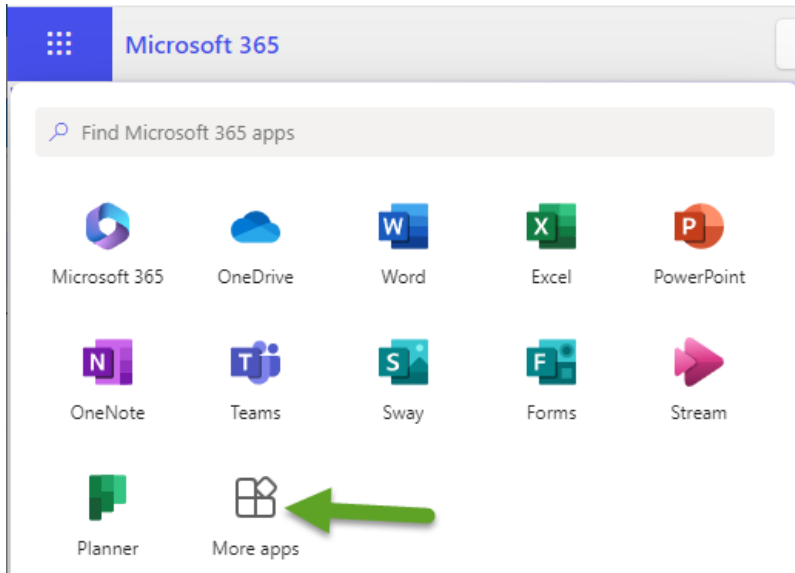
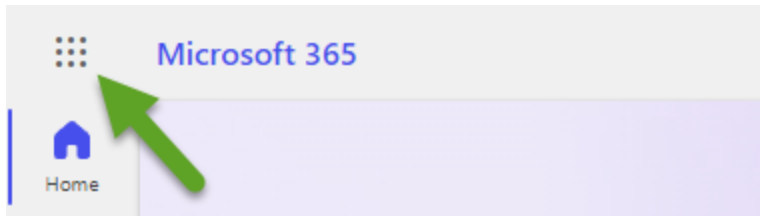
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: "Back" (grey) and "Next" (blue).

After entering your OCCC email address, you will be redirected to the OCCC sign-on page.

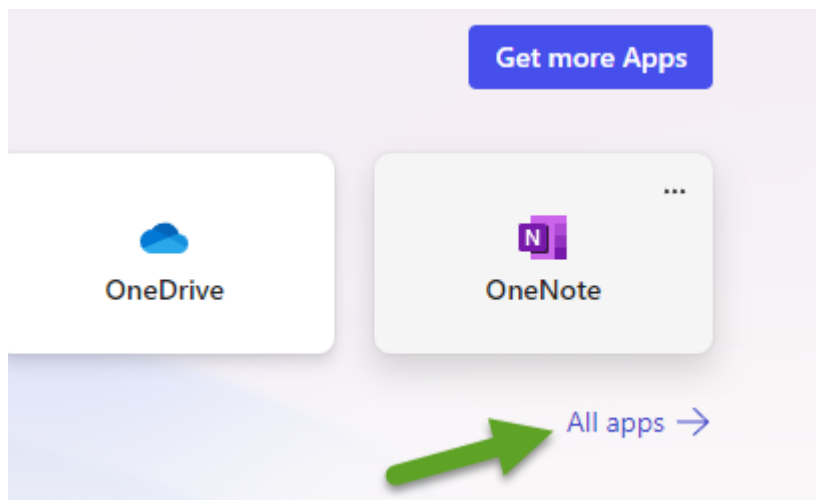


The screenshot shows the OCCC sign-in page. At the top is the OCCC logo (Oklahoma City Community College). Below it is the text "Sign in with your OCCC account". There is a text input field containing "someone@example.com". Below it is a text input field labeled "Password". At the bottom is a red button labeled "Sign in".

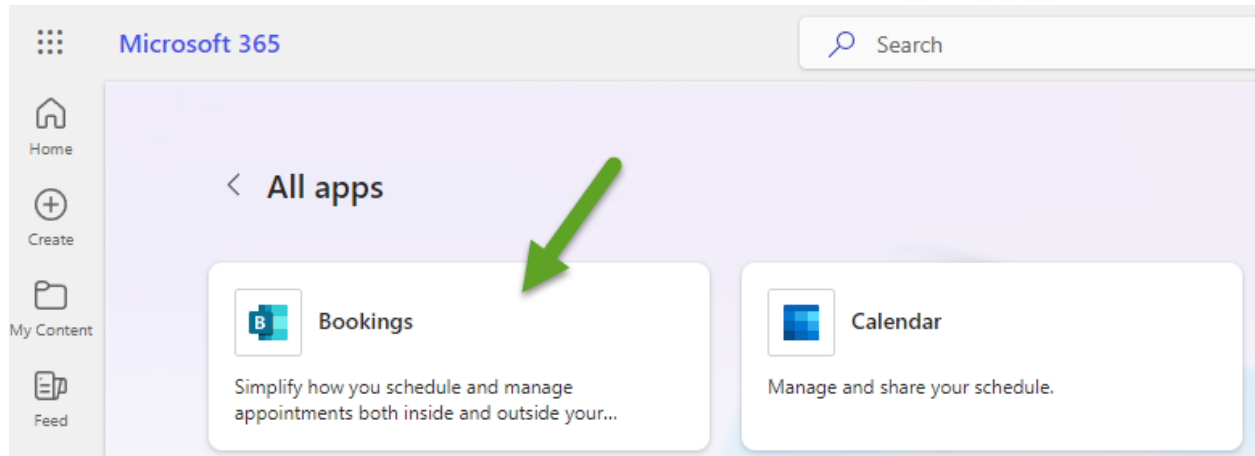
Click on the **Bookings** icon (waffle menu > Bookings).



If you do not see **Bookings** in your apps, then select **more apps**.

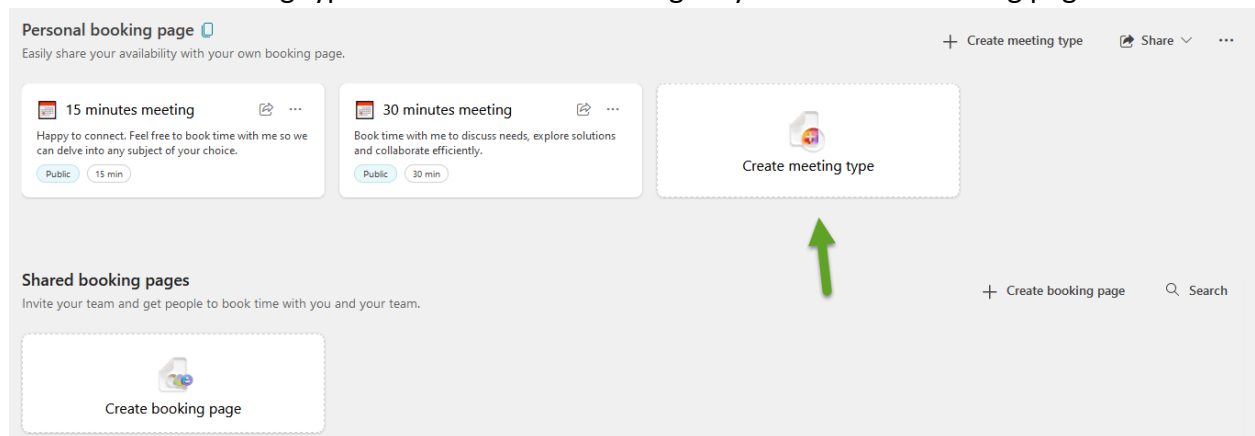


On the far right, select **All apps**. Then, select the **Bookings** option.



Creating Meeting Types


Your personal booking page will already have two meeting types: 15 minutes and 30 minutes. Select Create meeting type to create a new meeting on your Personal booking page.





Setting up a **New meeting type**:



- Add a title, category, description, and meeting location.
- Toggle off the **Teams meeting** option if you are using this with students. Students do not have access to teams.
- Leave the meeting type set to public.


New meeting type








  Teams meeting




 **Public**
These will appear on your booking page

Private
Only people with a booking link can view this

Append your personal booking page in your email signature.

Schedule customization ⓘ

 [See regular meeting hours](#)

You can use your Personal Meeting Room link from Zoom in the Location box. To access that link:

- Log into Zoom using your OCCC credentials. Select Meetings and then select Personal Room.
- Select the **Copy link** icon to copy your Personal Meeting Room link.

Profile

Meetings

Webinars

Personal Contacts

Personal Devices

Whiteboards


Notes NEW

Surveys NEW

Meetings

Upcoming Previous Personal Room Meeting Template


Details Polls/Quizzes Live Streaming



Topic	Lorne Lee's Personal Meeting Room
Meeting ID	652 909 3920
Invite Link	https://occc.zoom.us/j/6529093920 

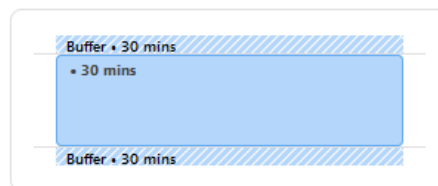
Return to Microsoft Bookings after you have copied the link. Paste the Personal Meeting Room link in the Location text box of your Booking Page.

By choosing **Advanced options**, you can adjust the following:


- Buffer time before meeting - This denotes the time a new meeting can be booked before a meeting.
- Buffer time after meeting - This denotes the time a new meeting can be booked after a meeting.
- Lead time – the minimum or maximum number of days or hours someone can schedule for a meeting.
- Email reminders – Set up a custom email to go out at your chosen time.

 [Hide advanced options](#)


	Buffer time before meeting	30 mins	▼
	Buffer time after meeting	30 mins	▼
	Limit start time to	30-min intervals	▼
	Minimum lead time	1 day	▼
	Maximum lead time	14 days	▼



Email reminders

-  Send reminder emails to the person booking time with you before the appointment.
- [+ Add an email reminder](#)

Email follow-up

-  Send automatic follow-up emails to collect feedback from person who booked time with you or remind them to book their next appointment.
- [+ Add a follow-up email](#)

Changing Your Available Hours

To change your available hours in Microsoft Bookings, you will need to access your Bookings calendar and adjust your scheduling settings.

Next, select the booking page where you want to change the available hours. You can typically find this in your booking page's settings or configuration options.

Personal booking page

Easily share your availability with your own booking page.



15 minutes meeting



Happy to connect. Feel free to book time with me so we can delve into any subject of your choice.

Public

15 min



30 minutes meeting



Book time with me to discuss needs, explore solutions and collaborate efficiently.

Public

30 min

Scroll down to the dropdown menus and adjust your available times. You can also select the plus sign to add available times for the day.

Monday	1:30 PM ▾	2:30 PM ▾	×	
	4:00 PM ▾	5:00 PM ▾	×	+
Tuesday	1:30 PM ▾	2:30 PM ▾	×	+
Wednesday	1:30 PM ▾	2:30 PM ▾	×	+
Thursday	1:30 PM ▾	2:30 PM ▾	×	+
Friday	1:30 PM ▾	2:30 PM ▾	×	+
Saturday	Not bookable			+
Sunday	Not bookable			+





Setting Regular Hours

In Microsoft 365, select the app launcher, and then select Bookings.

- Choose your calendar.
- In the navigation pane, select Staff, and then select the staff member whose hours you want to set.
- Under Working hours, clear the Use business hours checkbox.
- Use the dropdowns to select start and end times for each day. Times are available in 15-minute increments.


Personal booking page

Easily share your availability with your own booking page.

 **Office hours**  ...
I am keeping aside some time in the day for listening, sharing, and helping each other with our questions, ...
Public 30 min

Schedule customization



Use custom availability hours 

 See regular meeting hours



Only during the following date range

- Select + to add start- and end-time selectors.
- Select Save.


























Work hours and location

Get a handle on your week and help others plan meetings that work better for your schedule. Your work hours and location can be hidden on the calendar surface, but will still be visible to your colleagues.

Show work location on my calendar

Your current time zone for your work schedule is (UTC-06:00) Central Time (US & Canada).

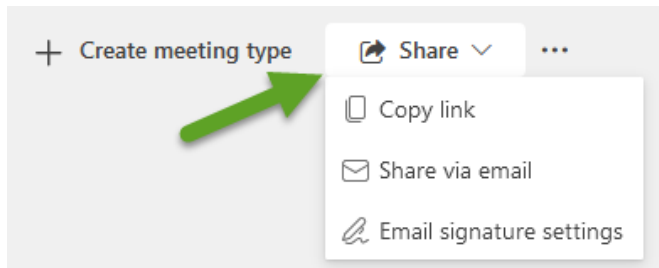
Sun Mon Tue Wed Thu Fri Sat

Mon	8:00 AM 	to	5:00 PM 	 No location 	
Tue	8:00 AM 	to	5:00 PM 	 No location 	
Wed	8:00 AM 	to	5:00 PM 	 No location 	
Thu	8:00 AM 	to	5:00 PM 	 No location 	
Fri	8:00 AM 	to	5:00 PM 	 No location 	



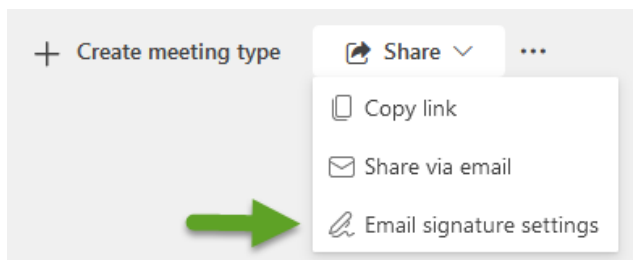
Publish and Share Your Booking Page

- To share your booking page in Microsoft Bookings, you can follow these steps:
- Click Save and publish.
- Click Share.
- Select Copy link. You can paste this link in an email or directly into your Moodle page.



Copy and paste this link into your course website, email signature, or syllabus to allow students to schedule appointments.

Edit Email signature settings: Select the Email signature settings from the dropdown menu.



In the signature editor, you can make any desired changes. This might include adding or removing text, formatting the text, adding images or logos, etc.

Email signature settings



Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

Edit signature name



Include a link to my bookings page in my signature

Select default signatures

For New Messages: Book time to meet with me

For Replies/Forwards: Book time to meet with me

Save

How to Pin New Bookings in Your Outlook Email

To automatically pin emails in Outlook, you need to create Outlook rules that tell the email provider how to handle incoming messages. Here's how to do just that in the Outlook web app:

- Log into your inbox in Outlook on Office 365.
- Click the Settings gear icon and select the View all Outlook settings option.



- Click **Mail** and then click **Rules**.
- Click **Add new rule**.



Settings

Search settings

- General
- Mail**
- Calendar
- People

Layout

- Compose and reply
- Smart suggestions
- Attachments
- Rules**
- Sweep
- Junk email

Rules

You can create rules that tell Outlook how to handle incoming mail and the actions the rule will take. Rules will run in the background.

+ Add new rule

You haven't created any rules yet.

- **Title:** Name the new rule in the top text box.
- **Add a Condition:** Specify the trigger condition from the drop down menu named **Subject includes**. Type **New Booking** in the condition text box next to **Subject includes**.
- **Add an Action:** Add the Pin to top action.
- Click **Save**.

Rules [X]

✓ New Booking

✓ Add a condition

Subject includes [v] New Booking [X]

Add another condition

3 Add an action

Pin to top [v]

Add another action

Add an exception

Stop processing more rules ⓘ

Run rule now

Save Discard

Additional Tips:

Manage Bookings: You can view, reschedule, or cancel appointments from the **Calendar** section of Bookings.

Notifications: Both you and the student will receive email notifications for appointments.

Security and Privacy: Microsoft Bookings adheres to industry data security and privacy standards.

Please email us at CLT@occc.edu or call 405.682.7838 if you have questions or need assistance.