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Description automatically generatedOFFICE 365 – TEAMS BOOKING

The following instructions outline how to create Microsoft Bookings,

* Open Microsoft Teams application and navigate to “Apps” on the left corner.
* If the Bookings app is not already added, search for “Bookings” in the Apps section and click on “Add” to add it.
* After adding it, the home page of Bookings will open.
* Click on “Create booking page”.
* Provide a name for your booking page, select the business type, adjust the business hours, and then click "Next."
* Optionally, invite staff members if desired, or you can do this later. Then, click "Next."
* If necessary, you can adjust the time and days again, and then click "Next."
* Next, select who can book appointments, and then click "Create."
* Wait for a moment while the booking page is created, and then you can share the link via Outlook or send it as you prefer.