

## **Getting Started with Microsoft Bookings (60 minutes)**

### I. Overview of Microsoft Bookings

- Accessing Bookings
- Creating a Booking page

### II. Getting Started

- Managing Business Information
  - Creating business logo and hours
  - Creating services
- Managing Staff
  - Adding staff members
  - Creating staff schedules
  - Assigning services to staff

### III. Client Interaction

- Editing a Booking page
- Managing and linking Bookings Calendar to Personal Outlook