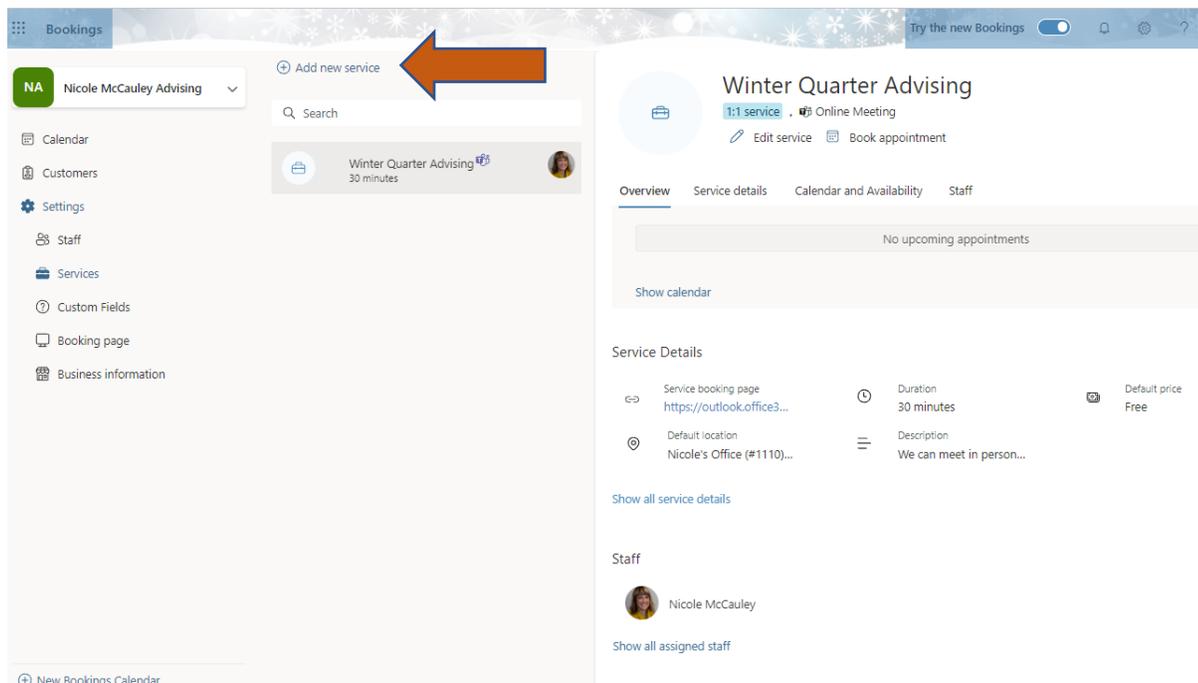
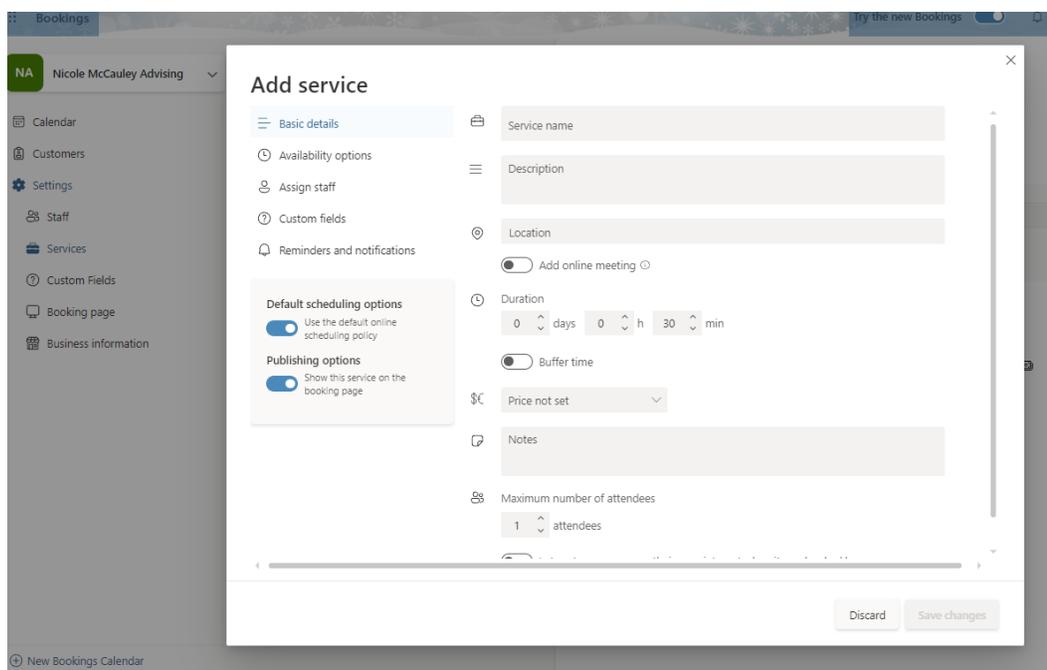


SETTING UP ADVISING APPTS IN “BOOKINGS”

- 1) Go to <https://outlook.office.com/bookings/settings/services>
- 2) Click on the “add new service” button (orange arrow).

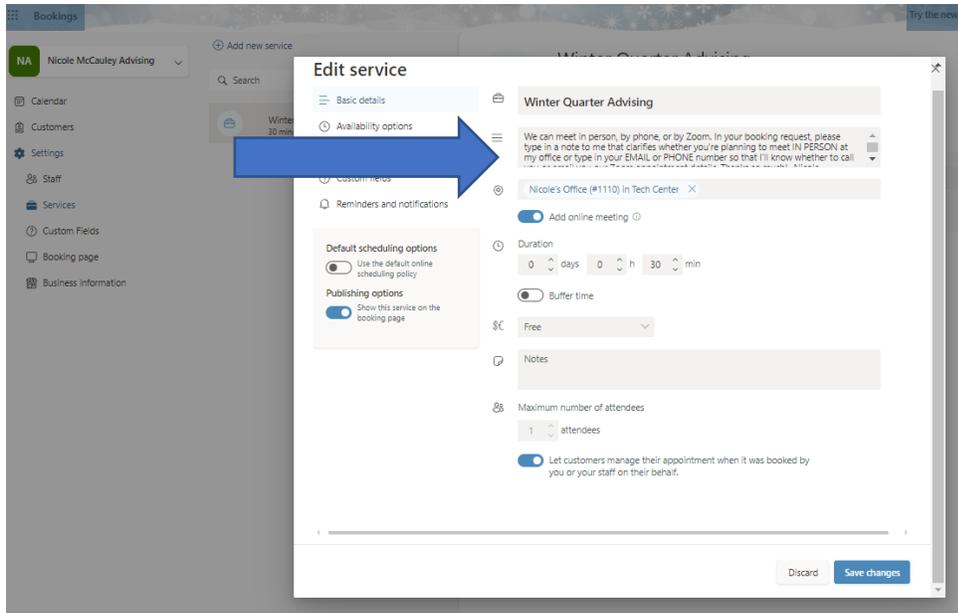


- 3) Fill in details relevant to your Advising Appointments as the “service” you’re adding. You’ll only need to set this up one time; thereafter you can just edit your existing service to update it each quarter with new dates, times, details, etc.

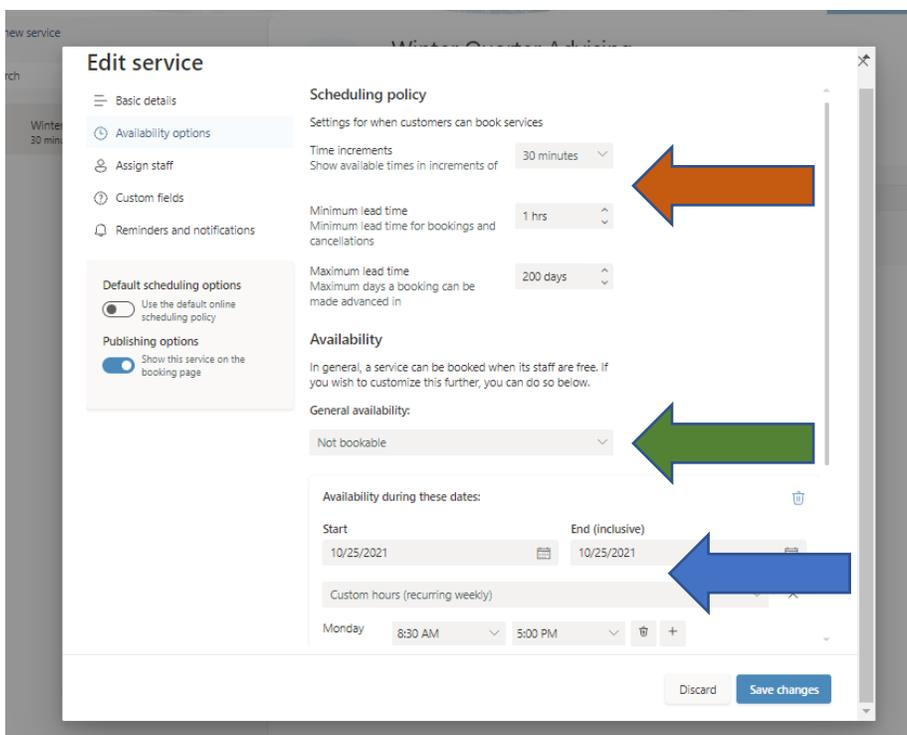


4) Under “basic details”, I entered the following text under the title (*blue arrow*):

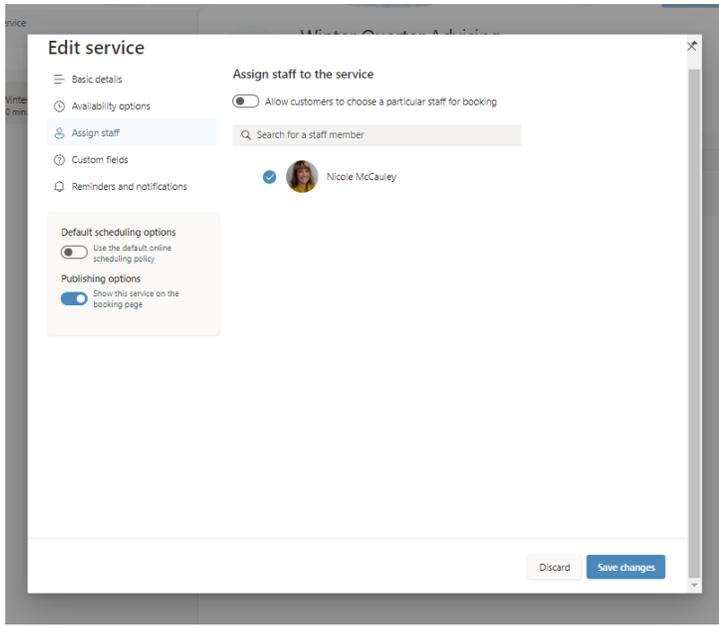
We can meet in person, by phone, or by Zoom. In your booking request, please type in a note to me that clarifies whether you’re planning to meet IN PERSON at my office or type in your EMAIL or PHONE number so that I’ll know whether to call you or email you our Zoom appointment details. Thanks!



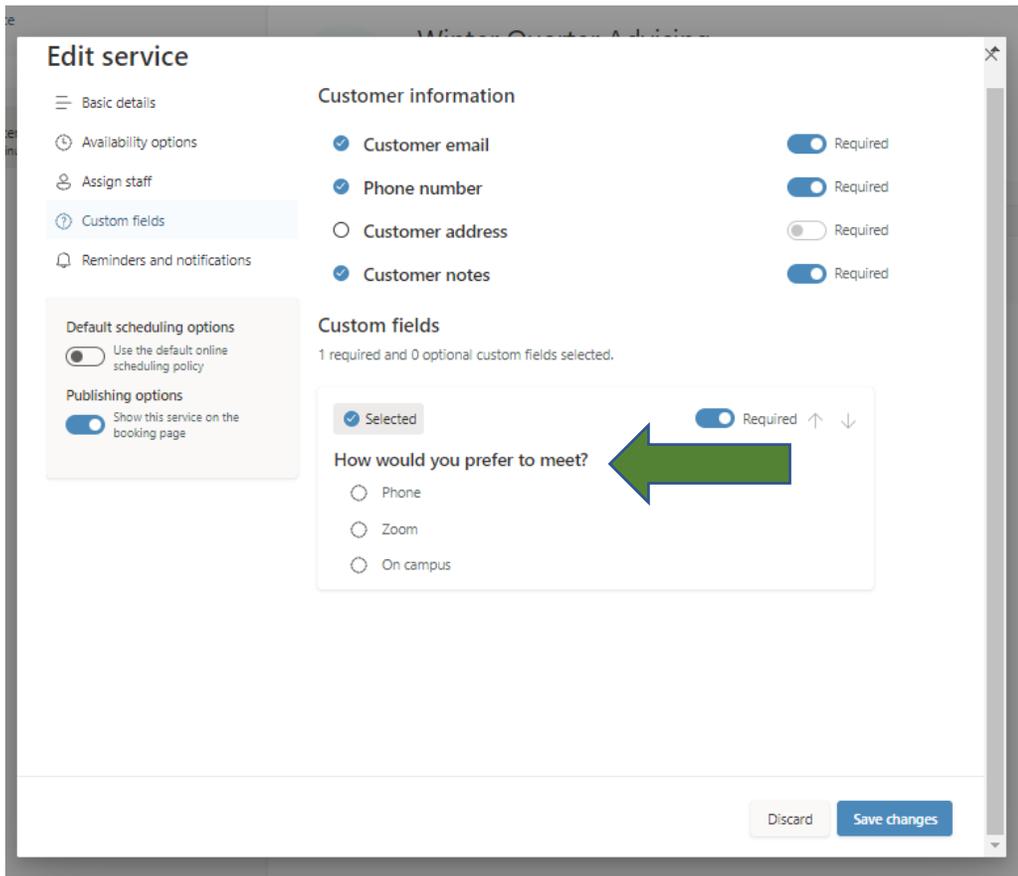
5) Under “availability options”, I selected **30 minutes** for “time increments” and **1 hour** for “minimum lead time” for cancellations (*orange arrow*). Under “general availability” I chose **not bookable** (*green arrow*), but in the “available during these dates” section I entered my own **start and end date** and **custom hours** for that same day (*blue arrow*). Add in more custom dates and hours for more advising days.



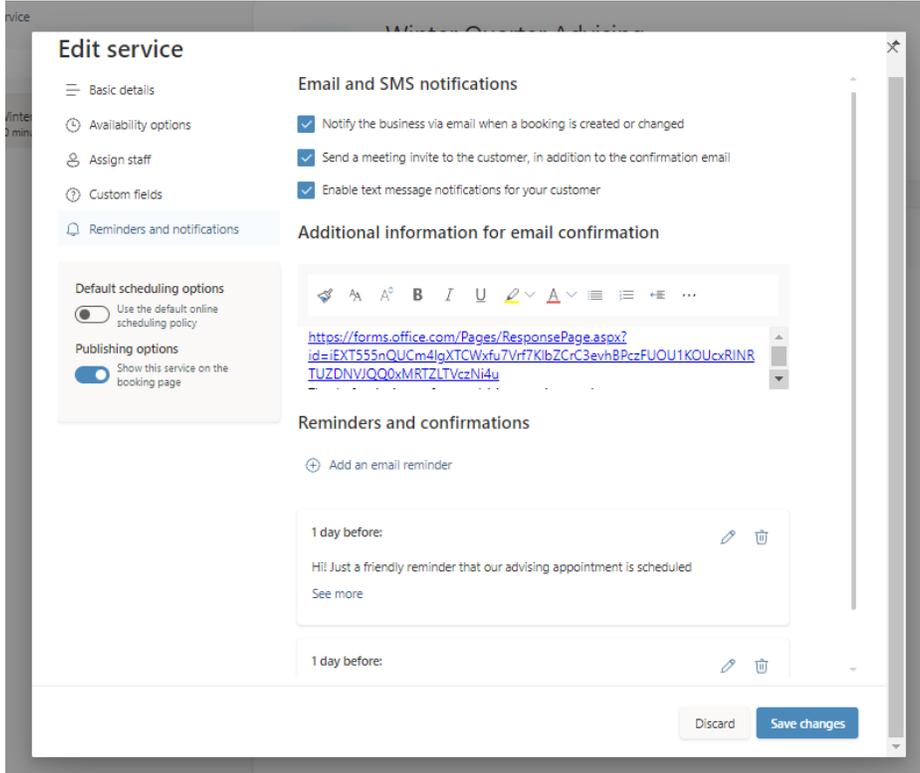
6) Under “assign staff”, make sure you’ve selected yourself.



7) Under “custom fields”, select the “customer information” options you want to require. I chose to add a “custom field” and create a **required question** with phone, Zoom or on-campus meeting preferences (green arrow).

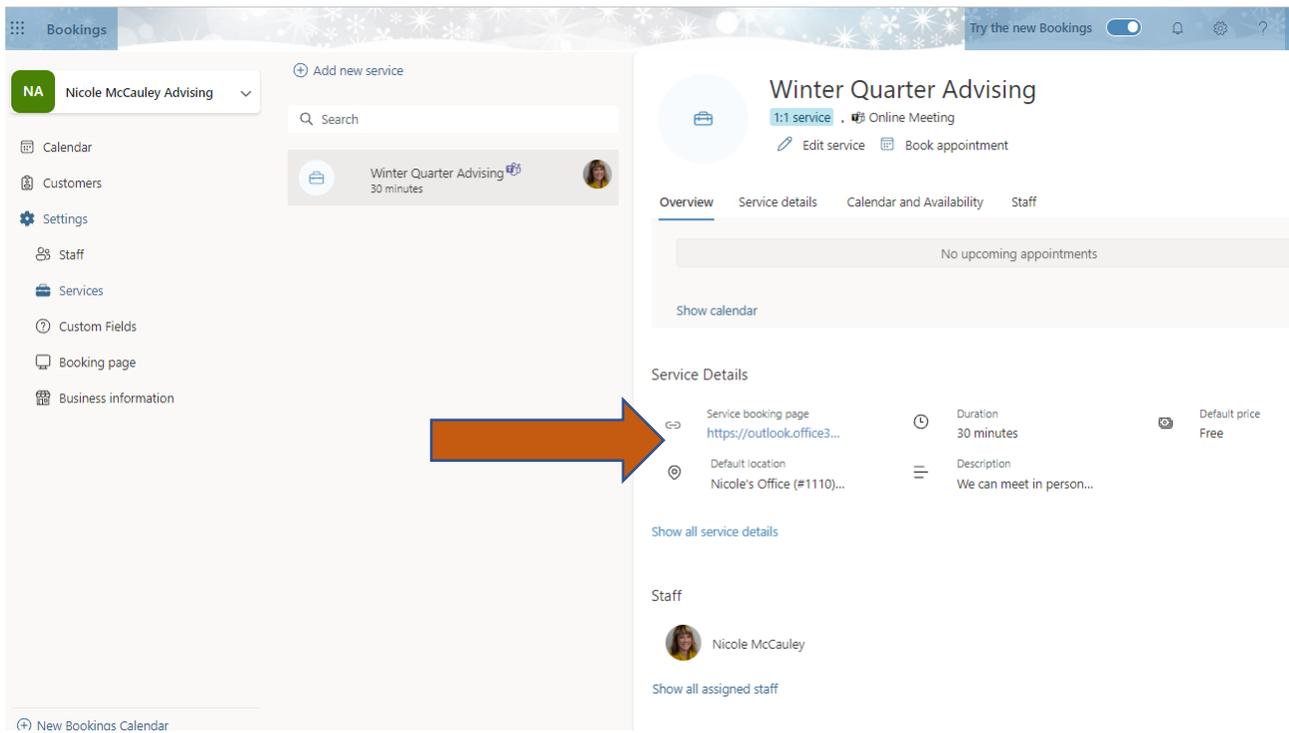


- 8) Under “reminders and notifications” I selected/activated all email and SMS options. You can choose to customize the text of your email confirmations and reminders. Click “save changes” and you’ll return to your main settings page.

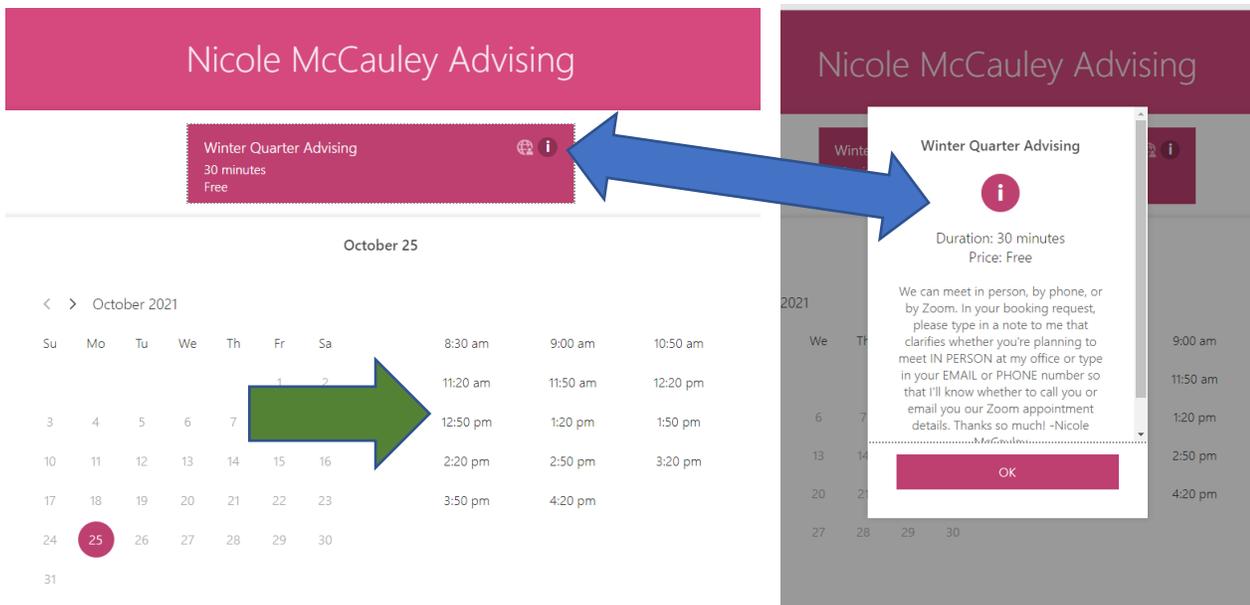


Be sure to **ACTIVATE** your account under the Bookings page. There should be an option asking to “Publish Booking Page”.

- 9) Be sure to **copy your “service bookings page” link** (*orange arrow*) to share with advisees so they can sign up for an appointment with you! (For example, you could copy and paste the link into your Canvas Advising shell or into an email to advisees.)



10) Here is what your bookings page looks like to students, who will click on a time to book their appointment with you (*green arrow*). Appointment time options update immediately as advisees book remaining slots. If students click on the “i” icon (*blue arrow*), it pulls up the meeting description text you’d typed in during step #4.



11) Once students click on a time slot, they’re guided to fill out the required contact details. Once they click the “book” button, they receive a confirmation email.

10	11	12	13	14	15	16	2:20 pm	2:50 pm	3:20 pm
17	18	19	20	21	22	23	3:50 pm	4:20 pm	
24	25	26	27	28	29	30			
31									

All times are in (UTC-08:00) Pacific Time (US & Canada)

Add your details

Test Student

nicole.mccauley@wwcc.edu

United States +1 50952746

I want to receive text message notifications (available only in US and Canada)

By checking this box, you consent to receive text messages from us regarding your appointment. Standard messaging and/or data rates may apply. Text STOP to opt out.

Thank you for booking with us!
You will get a confirmation message in email shortly



OK

Provide additional information

How would you prefer to meet?

On campus

Book