

Use Microsoft Bookings to Reserve an Appointment on Microsoft Teams

Last Modified on 02/20/2024 8:24 am CST

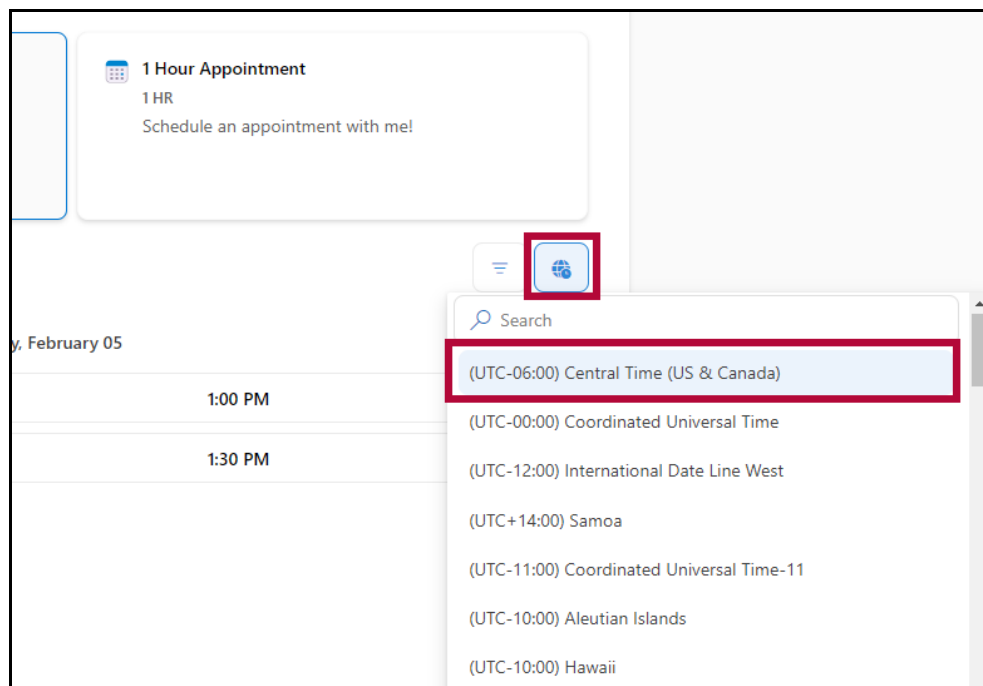
Your instructor may offer the option to sign up for specific time slots for **Microsoft Bookings** meetings for office hours, testing, meetings, or other individual sessions. You will need to sign up for a slot if this is the case.

NOTE: Please use your **LSC Student Email** (*LSCusername@my.lonestar.edu*) to reserve an appointment using **Microsoft Bookings**.

To Book an Appointment

1. Open the **Microsoft Bookings** link provided by your instructor. **Microsoft Bookings** will schedule an appointment through **Microsoft Teams**.
2. Click on the **[Globe icon]** to select your time zone.

NOTE: If you do not set your time zone, you might schedule an appointment at the incorrect time.



3. Choose a **Meeting Type** to see available dates, select a **date** and **time**, and then click **[Next]**.

The screenshot shows the appointment booking process. At the top, a red box labeled '1' contains two options: '30 min Appointment' (30 MIN) and '1 Hour Appointment' (1 HR), both with a 'Schedule an appointment with me!' link. Below this, the 'Available times' section is shown. A calendar labeled '2' displays '2024 March' with the 27th highlighted. To the right, a date selector labeled '3' shows 'Tuesday, February 06' with two time slots: '1:00 PM' and '1:30 PM', where '1:30 PM' is selected. At the bottom right, a blue 'Next >' button is labeled '4'.

4. Enter your **Name**, **Email**, and any **Notes** to let your instructor know what you would like to discuss during your appointment. Click **[Book]** when completed.

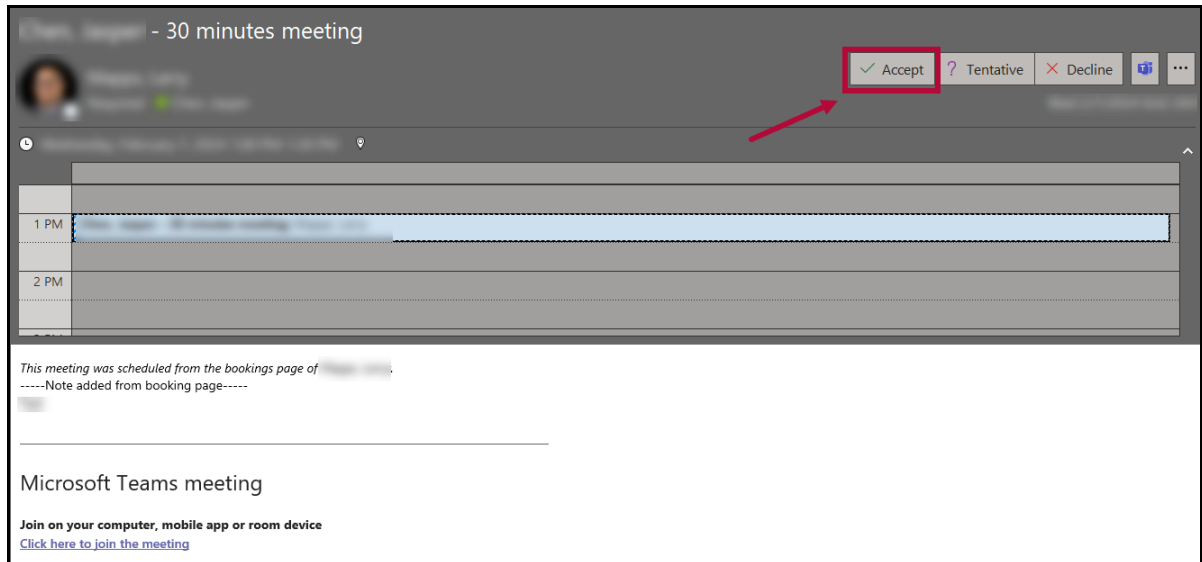
NOTE: It's strongly recommended to include the reason for your appointment within the **Notes** textbox. By doing so, your instructor can be better prepared for your scheduled appointment.

The screenshot shows the 'Book 30 min Appointment' form. At the top, it displays the appointment details: 'Tue 2024-02-06 1:30 PM - 2:00 PM (UTC-06:00) Central Time (US & Canada)'. Below this, there are three input fields: '1 Name *' with a placeholder 'Type your name here', '2 Email *' with a placeholder 'Type your email here', and '3 Notes' with a placeholder 'Anything more you'd like to share?'. A red arrow points to the 'Notes' field. At the bottom, there is a blue 'Book' button.

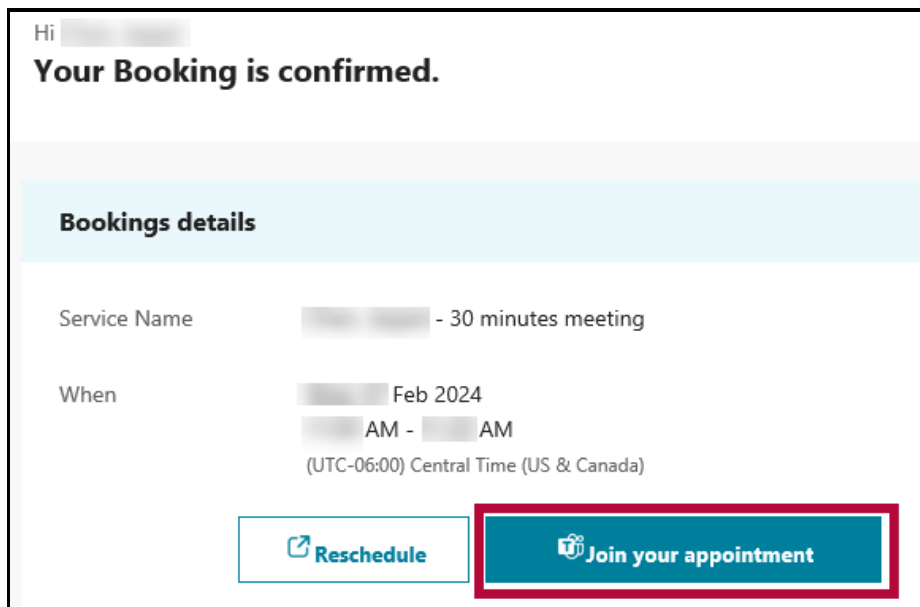
5. Immediately, you will receive **two** emails to your Outlook inbox:

- A. Outlook Calendar invite
- B. Bookings Confirmation

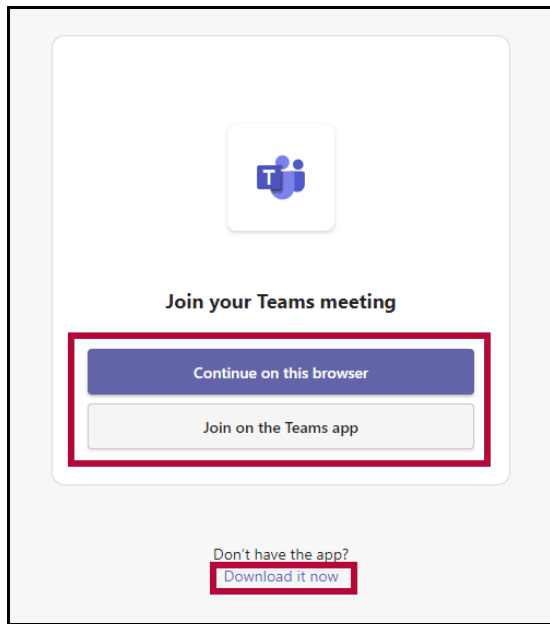
6. Open the **Outlook Calendar invite** sent to your Outlook email inbox and click on **[Accept]**. This will add the meeting to your Outlook calendar.



7. Next, open the **Bookings Confirmation** email, click on **[Join your appointment]**.

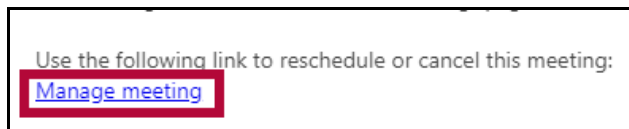


8. On the **Join your Teams meeting** page, you can elect to click on **[Continue on this browser]** to use the browser version of **Microsoft Teams**, or join using the **Microsoft Teams** app. If you do not have the **Microsoft Teams app** installed on your computer, be sure to click on **[Download it now]** on the following popup window.

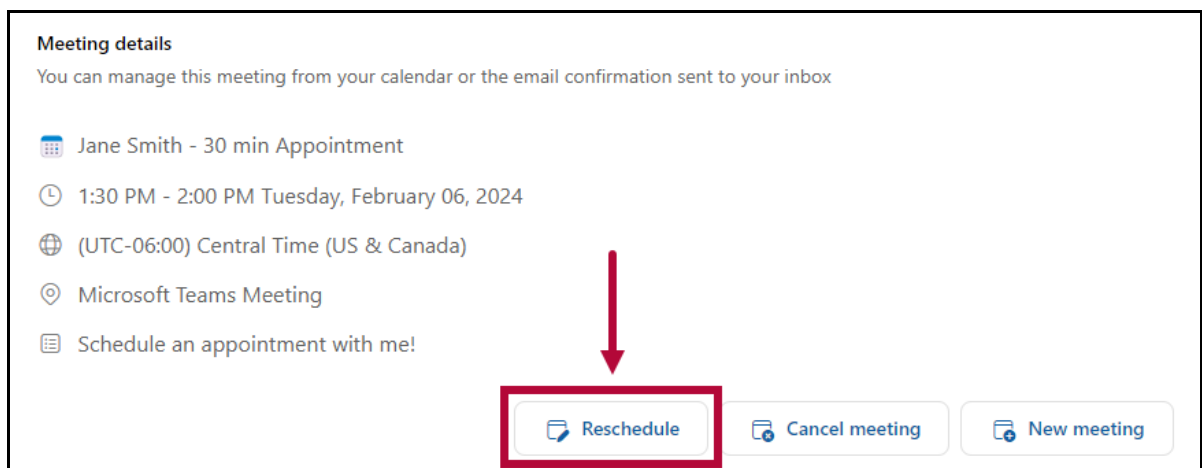


To Reschedule an Appointment

1. Open your confirmation email and click **[Manage meeting]**.






2. In the new tab, click **[Reschedule]**.



3. Select the **meeting type**, **date**, and **time** for your new meeting and click **[Update]**.

Choose a meeting type **1**

 30 min Appointment
30 MIN
Schedule an appointment with me!

Available times  

2

2024 March ↑ ↓

S	M	T	W	T	F	S
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

3

Tuesday, March 05

1:00 PM

1:30 PM

4

Update >

4. Edit the notes if you need to and then click **[Update]**.

Book 30 min Appointment ✕

Tue 2024-02-06 1:30 PM - 2:00 PM
(UTC-06:00) Central Time (US & Canada)

Name *

Email *

Notes

Anything more you'd like to share?

Book

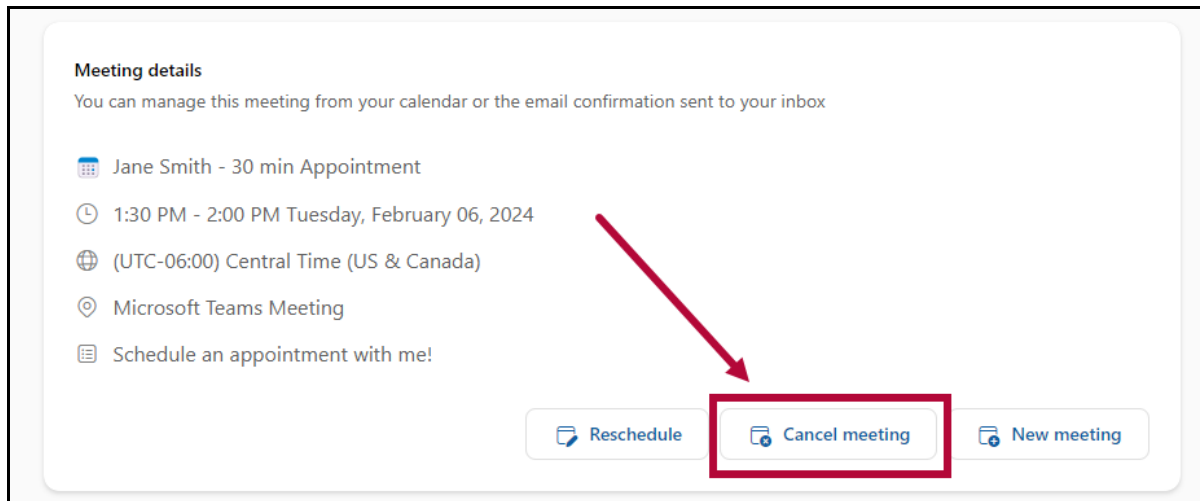
5. You will receive a new confirmation email with the updated time.

To Cancel an Appointment

1. Open your confirmation email and click **[Manage meeting]**.

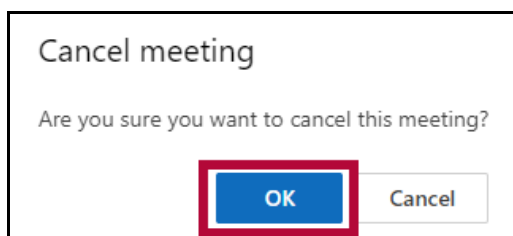
Use the following link to reschedule or cancel this meeting:
[Manage meeting](#)

2. In the new tab, click **[Cancel meeting]**.



The screenshot shows a meeting management interface. At the top, it says "Meeting details" and "You can manage this meeting from your calendar or the email confirmation sent to your inbox". Below this, the meeting details are listed: "Jane Smith - 30 min Appointment", "1:30 PM - 2:00 PM Tuesday, February 06, 2024", "(UTC-06:00) Central Time (US & Canada)", "Microsoft Teams Meeting", and "Schedule an appointment with me!". At the bottom right, there are three buttons: "Reschedule", "Cancel meeting", and "New meeting". The "Cancel meeting" button is highlighted with a red box, and a red arrow points to it from the left.

3. Click **[OK]**.



The screenshot shows a confirmation dialog box titled "Cancel meeting". The text inside says "Are you sure you want to cancel this meeting?". At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.

4. You will receive a confirmation email with the updated time.
-