

Use Microsoft Bookings to Reserve an Appointment on Microsoft Teams

Last Modified on 04/06/2026 2:58 pm CDT

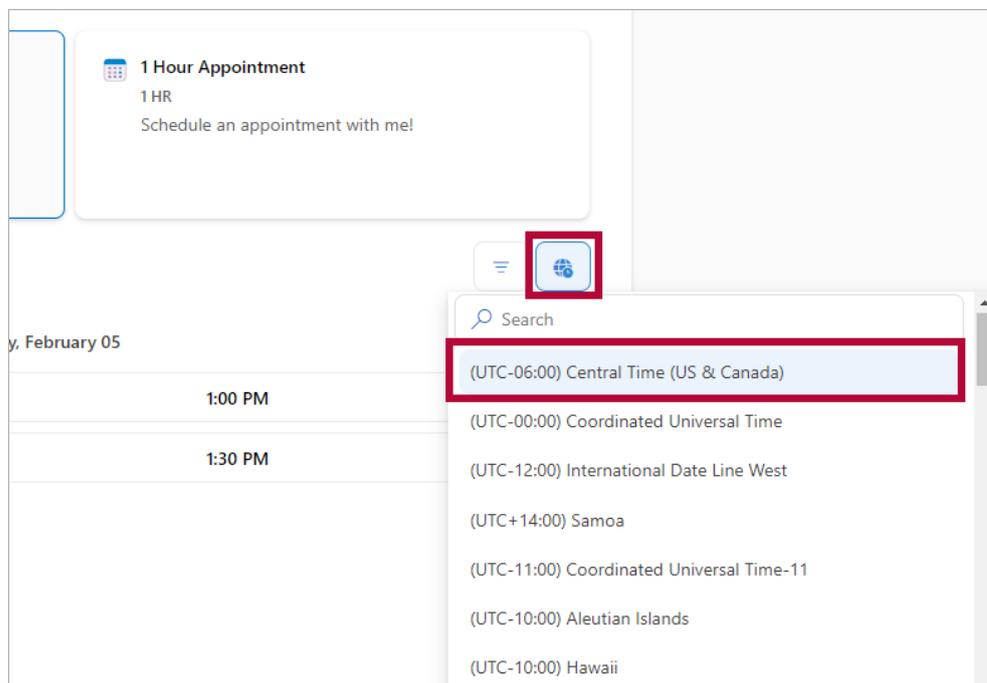
Your instructor may offer the option to sign up for specific time slots for **Microsoft Bookings** meetings for office hours, testing, meetings, or other individual sessions. You will need to sign up for a slot if this is the case.

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]**.

Choose a meeting type **1**

30 min Appointment
30 MIN
Schedule an appointment with me!

1 Hour Appointment
1 HR
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

Tuesday, February 06

1:00 PM

1:30 PM

4

Next >

- 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.

Book 30 min Appointment ×

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

1 Name *

2 Email *

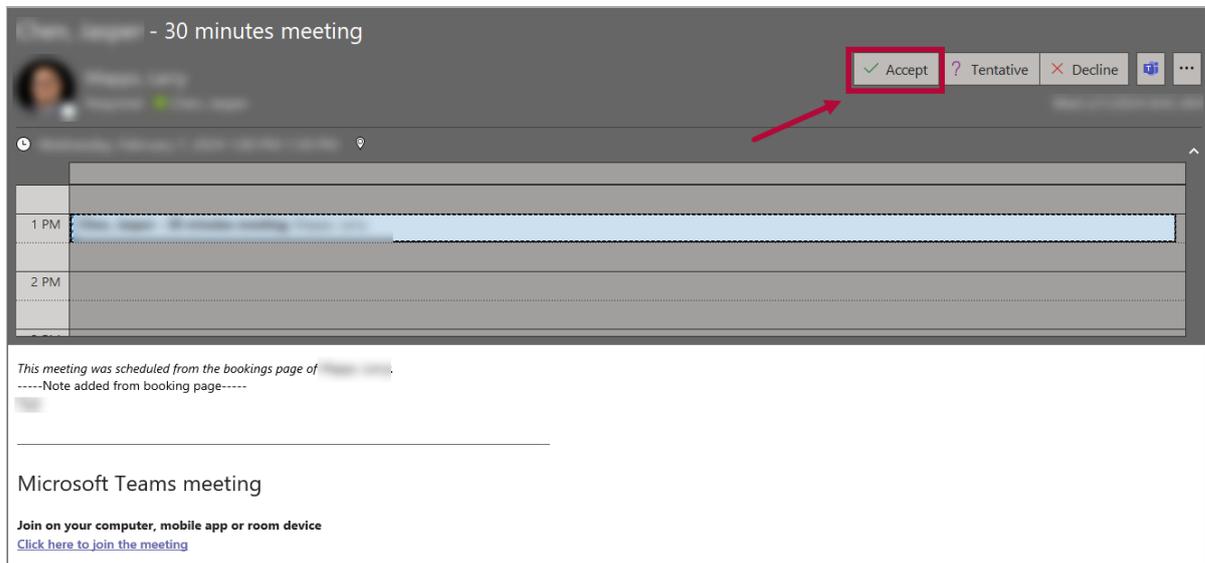
3 Notes

Book

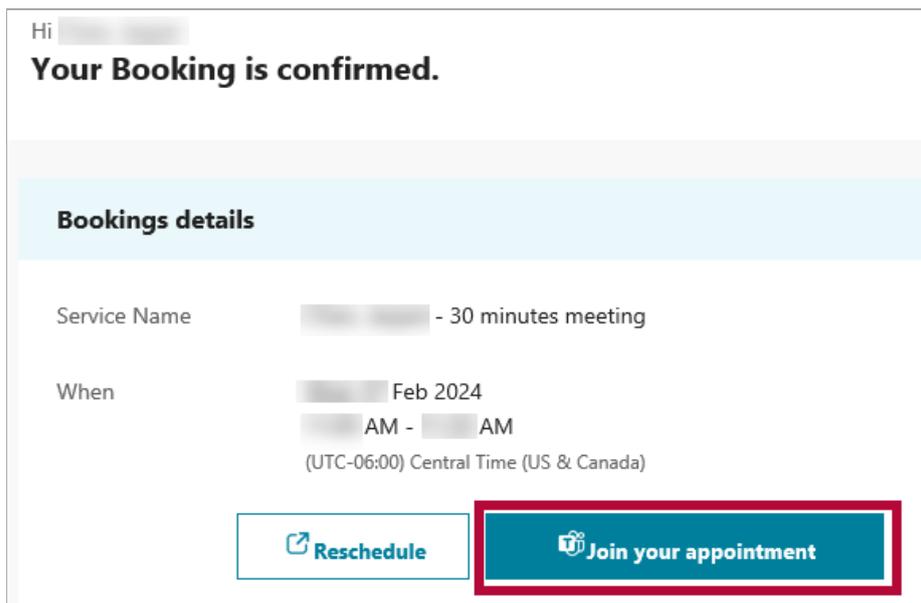
- Immediately, you will receive **two** emails to your Outlook inbox:
 - Outlook Calendar invite

B. Bookings Confirmation

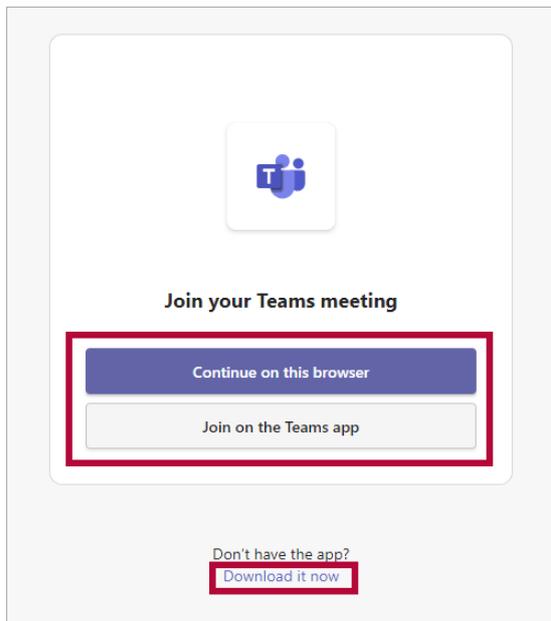
6. Open the **Outlook Calendar invite** sent to your Outlook email inbox and click on **[Accept]**. This will add the meeting to your Outlook calendar.



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

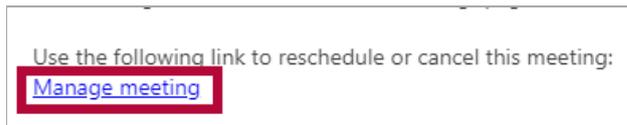


8. On the **Join your Teams meeting** page, you can elect to click on **[Continue on this browser]** to use the browser version of **Microsoft Teams**, or join using the **Microsoft Teams app**. If you do not have the **Microsoft Teams app** installed on your computer, be sure to click on **[Download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

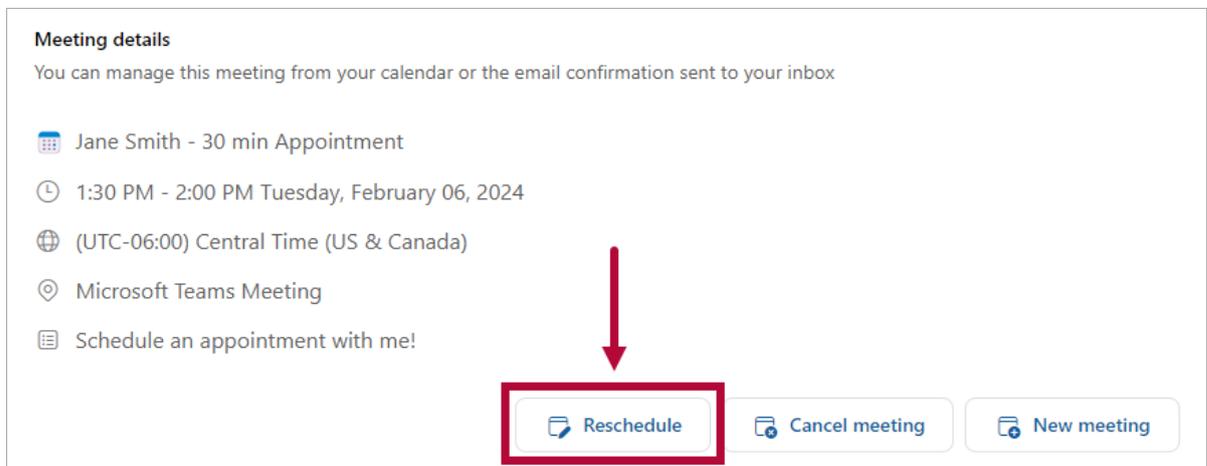


To Reschedule an Appointment

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.

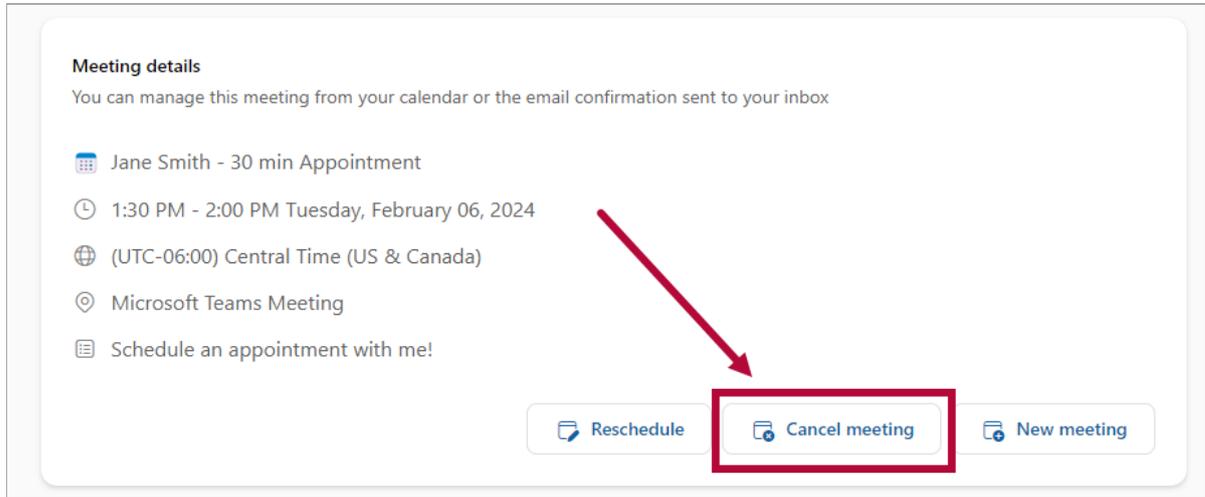
To Cancel an Appointment

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]**.

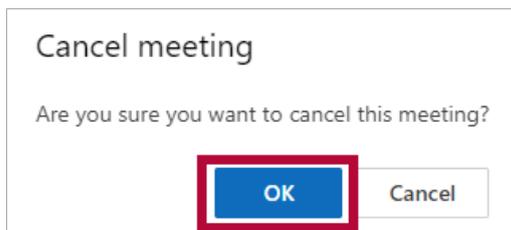


Meeting details
You can manage this meeting from your calendar or the email confirmation sent to your inbox

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
Schedule an appointment with me!

Reschedule Cancel meeting New meeting

3. Click **[OK]**.



Cancel meeting

Are you sure you want to cancel this meeting?

OK Cancel

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