Table of Contents

Table of Contents	1
MS Bookings	2
Exporting Data from MS Bookings	3
Publish An Online Calendar (Faculty Office Hours) with Microsoft Bookings	6

MS Bookings

Exporting data from MS Bookings.

• Open Excel:

1. Click the **Data** option from the ribbon tools.

AutoSave 💽 Off)	B 9~ C~		<i>р</i>	ogen, bok (observation)	terrange bernari 🕴	T –	\Box ×
File Home	Insert Draw	Page Layout	Data	Review View H	Help ACROBAT	🖻 Share 🛛 🖓 🛛	Comments
Get Data ~	Refresh All ~	Image: Constraint of the second s	2↓ ZA Z↓ Sort	Filter	Columns to v ₪	What-If Forecast Analysis - Sheet	回日 Outline ~
Get & Transform Data	Queries & Connecti	Data Types		Sort & Filter	Data Tools	Forecast	~

- From the Data tab:
 - 2. Click Get Data
 - 3. Click From Online Service
 - 4. Click From Microsoft Exchange Online

	AutoSave Off	89	~ Q ~	⊽ B	ook1 - Exce	1	P		-	landing lan	- 0	Ť	- 🗆	×
	File Home	Insert	Draw	Page La	ayout Fo	ormulas	Data	Review \	/iew H	Help ACRC	DBAT	🖻 Share	🖓 Comn	nents
	Get Data ~	Refresh All ~		Stocks	Geograp	hy ⊽	2↓ ZA AZ Sort	Filter	ear apply dvanced	Text to Columns 🖏		What-If For Analysis ~ Sł	ecast Out	line
Ge	From <u>F</u> ile		>		Data Types			Sort & Filter		Data Too	ls	Forecast		~
,			;											~
-	From <u>D</u> at	abase	,	D	E	F	G	Н	1	J	K	L	М	^
2	From <u>A</u> zu	ire 3	>											
4 5 6	From Onli	ine S <u>e</u> rvice	ıs ≻	S Fr	om Sharel	4 Onlin	e <u>L</u> ist							
7	From Oth	er Sources	>	Fr	om Microsof	ft <u>E</u> xchai	nge Online							
9 1(1)	Combine	<u>Q</u> ueries	>	Fr	om <u>D</u> ynamic	s 365 (o	nline)							
1) 1)	Launch Powe	er Query Edi	itor	f Fr	om <u>F</u> aceboo	k								
1:	Query Option	ns		Fr	om Salesfor	ce Objec	ts							
17 18	3			Fr	om Salesfor	ce Repo	rts							
19			-					-						

5. Find the Mailbox address. From the MS Bookings URL take only the portion that looks like an email, that is the mailbox address.

 e.g., https://outlook.office365.com/owa/calendar/CITTraining@myeasternct.onmicrosoft.com/bookings/texijqmVikmIBfw0La_Avg2

6. Click OK



7. Click on the Microsoft account option

Microsoft Exchange

 \times

Exchange account	CITTraining@myeasternct.onmicrosoft.com
Microsoft account	Email Address CITTraining@myeasternct.onmicrosoft.com Password UPN (optional) ①
	Back Connect Cancel

- 8. On the Microsoft account window
 9. Click Sign in

	Microsoft Exchange	\times
Exchange account	CITTraining@myeasternct.onmicrosoft.com	
Microsoft account	You aren't signed in.	
	Back Connect Ca	ancel

10. Click on your Eastern O365 account when prompted.
Sign in with your ECSU credentials and authenticate if requested.



11. Click Connect



- Select **People** or other data you wish to export.
 Click **Transform Data**

As
ngon, Ank Tan, Angela Ing, Ban Kamarla, J IngR, Cathy Elso, Kiterpel
lan, Angela Ing, Ban Nameriti, J Intelf, Cathy
ing, Ban Hamarita, J Hould, Casthy Houl, Kiteschell
mult, Cathy
mult, Cathy
NAME OF TAXABLE PARTY.
tery, later
tos, Miriam
n, Dugberge
est, Prederich
aday, Brianna
-
alley, Karsen
duith, issense
. dorotheat
discillant, anyt
ean, Anne
it, Drew

This article contains the following contents:

- Overview of Microsoft Bookings
- How Microsoft Bookings works
- Publish your business calendar online

Overview of Microsoft Bookings

Microsoft Bookings makes scheduling and managing appointments a breeze. Bookings include a web-based booking calendar and integrates with Outlook to optimize your staff's calendar and give your customers the flexibility to book a time that works best for them. Automated notification emails reduce no-shows and enhance customer satisfaction, and organizations save time with a reduction in repetitive scheduling tasks. With built-in flexibility to customize, Bookings can be designed to fit the situation and needs of many different parts of an organization.

Bookings has three primary components:

A booking page where your customers and clients can schedule appointments with the staff member who should provide the service or run the appointment. This web-based scheduling page can be shared via a direct link, your Facebook page, and even through link embedding within your website. A web app that contains a set of web-based, business-facing pages where Bookings calendar owners and administrators within an organization can define appointment types and details, manage staff schedules and availability, set business hours, and customize how appointments are scheduled. These pages allow for versatility and the ability to customize a Bookings calendar to fit the diverse needs of the person or organization. A business-facing mobile app where Bookings calendar owners and administrators can see all of their appointments, access customer lists and contact information, and make manual bookings on the go.

How Microsoft Bookings works

As with all of the Microsoft 365 apps, Bookings is a tile in the app launcher. Click the tile to launch the app or select the app launcher, and then select Bookings. The first time you open the app, you'll see the home page, which includes tabs on the left to navigate between pages and several prominent tiles that guide you through the setup and introduce new features.

Publish your business calendar online with Microsoft Bookings

Step 1: Enter your business information: <u>https://support.microsoft.com/en-us/office/enter-your-business-information-828a17db-956a-401e-bb62d153b6dffd53</u>

Step 2: Set your scheduling policies: <u>https://support.microsoft.com/en-us/office/set-your-scheduling-policies-4b2c84ec-64d3-4027-af4c-40f69e7b37c9</u>

Step 3: Define your service offerings: <u>https://support.microsoft.com/en-us/office/define-your-service-offerings-in-microsoft-bookings-4a1c391e-524f-48e0-bef8-185df3a9634b</u>

Step 4: Create your staff list: https://support.microsoft.com/en-us/office/create-your-staff-list-298c529b-407b-4a2b-b2c5-6e77a9d1f07f

Step 5: Set employee working hours: <u>https://support.microsoft.com/en-us/office/set-employee-working-hours-0968717e-b61f-4b06-987c-6c1464541782</u>

Step 6: Schedule business closures, time off, and vacation time: <u>https://support.microsoft.com/en-us/office/schedule-business-closures-time-off-and-vacation-time-e3c0a4ee-e3d8-4fbe-bd8f-16d1c712d1f4</u>

Step 7: Publish or unpublish your booking page: <u>https://support.microsoft.com/en-us/office/publish-or-unpublish-your-booking-page-4fb0235c-01e7-4447-bf91-0915c21b84ad</u>

Step 8: Create and staff your bookings: <u>https://support.microsoft.com/en-us/office/create-and-staff-your-bookings-03a9acc9-f29c-456b-9fb2-0f49474b2708</u>

(Go back to top)