Microsoft Bookings

Microsoft Bookings is the UT-approved means of scheduling service appointments such as academic advising, career coaching, and faculty office hours or even simply to advertise general purpose one-on-one meeting availability with anyone in the UT community and beyond. For those of you interested in engaging an audience with a meeting service, Bookings is for you.

Personal Booking

You already have access to Microsoft Bookings and by default have a Personal Booking Page connected with your MS account called Bookings with me. Personal booking invites UT-affiliates and others to schedule meetings with you outside of Outlook. You can create meeting categories and adjust availability based on your preferred hours. You can also control meeting times and intervals between meetings for added flexibility. Your “Book time with me” link can be shared in your email signature like mine below or as you see fit in your communications channels (e.g. Websites, email, social media, etc.).

Shared Bookings

Shared Bookings are useful for two or more individuals who each are available to be scheduled for a given service. We currently use shared Bookings, for instance, for undergraduate academic advising since there are multiple advisors fulfilling that service, but faculty might consider using it for prospective faculty/student visits or possibly lab visits.

Useful Resources

- Microsoft’s Bookings Homepage
- Microsoft Learn: Bookings

Overview

This information is for:

- Students
- Faculty
- Staff

Contents:

- Microsoft Bookings
- Personal Booking
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- Useful Resources

Related:

Questions?

Add the email or contact of the content owner for users to follow up with in case they have questions or want to follow up when information is out of date. Ideally, this should be a shared department inbox as opposed to an individual’s email address.