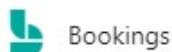


## Basic Bookings Setup

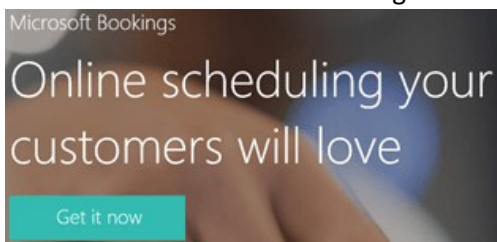
1. Logon to OneStThomas.Edu
2. Select the 'My Office 365' link (top of page).
3. Select the 'All Office 365 Apps' link.
4. Select the series of dots in the upper, left-hand corner of the screen (near the house and the title Office 365).



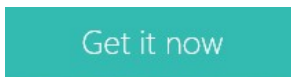
5. In the applications area, locate the icon that looks like the one below called Bookings. Click on it to open the Microsoft Bookings.



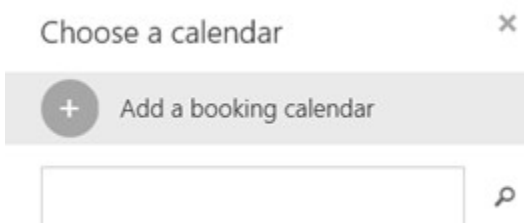
6. The website to Microsoft Bookings will now open to a welcome screen.



7. Click on the *Get it now* button to begin.



8. A window will pop up - click *Add a booking calendar*.



9. The Setup process continues with a request for more information (type University and click 'continue' to the question about your business). When complete, click Continue to begin the site build. This may take a few seconds to complete.

Just a moment



You'll be able to add more details later about your business, staff and services.

10. The new Microsoft Bookings site now appears and is ready to use! You will receive an email confirmation with a link to manage your membership (bookmark this page for future use).

Congratulations! You now have a Microsoft Bookings site ready for configuration! Begin to click on the different menus to explore the available options for your calendar.