

Microsoft Bookings Introduction



Course Details

Course Name Introduction to Microsoft Bookings

Duration 0.5 Day

Course Code AFBIMBO

Assumed Knowledge None

Course Aims

This course will teach you how to use Microsoft Bookings, a cloud-based appointment scheduling software that integrates with Microsoft 365. You will learn how to set up and customize your Bookings page, staff, and services, manage your bookings and calendars, and use Bookings with other Microsoft 365 apps and tools.

What You Will Learn

In this course, you will learn how to use Microsoft Bookings to create and manage appointments with your customers and staff. You will explore the features and benefits of Bookings, such as how to set up your staff, services, and calendars, how to customize your booking page, and how to integrate Bookings with other Microsoft apps. You will also learn how to schedule appointments, manage bookings, and communicate with your customers and staff using Bookings.

Skills

- Understanding the features and benefits of Bookings for managing appointments and schedules
- Setting up and managing staff, services, and calendars in Bookings
- Creating and customizing bookings pages and sending booking confirmations and reminders

Target Audience

This training course is designed for anyone who wants to use Bookings, a Microsoft 365 app, to simplify and automate their appointment scheduling. Whether you are a small business owner, a manager, an administrative staff, or an assistant, you will learn how to create and customize booking pages, manage staff and services, and send automated confirmations and reminders to your customers and clients.

Course Content

Module 1 – Getting to know Bookings

Topic A Overview of Bookings

Topic B Benefits of Bookings

Module 2 – Exploring Bookings

Topic A Staff

Topic B Services

Topic C Calendars

Module 3 – Making the most of Bookings

Topic A Scheduling

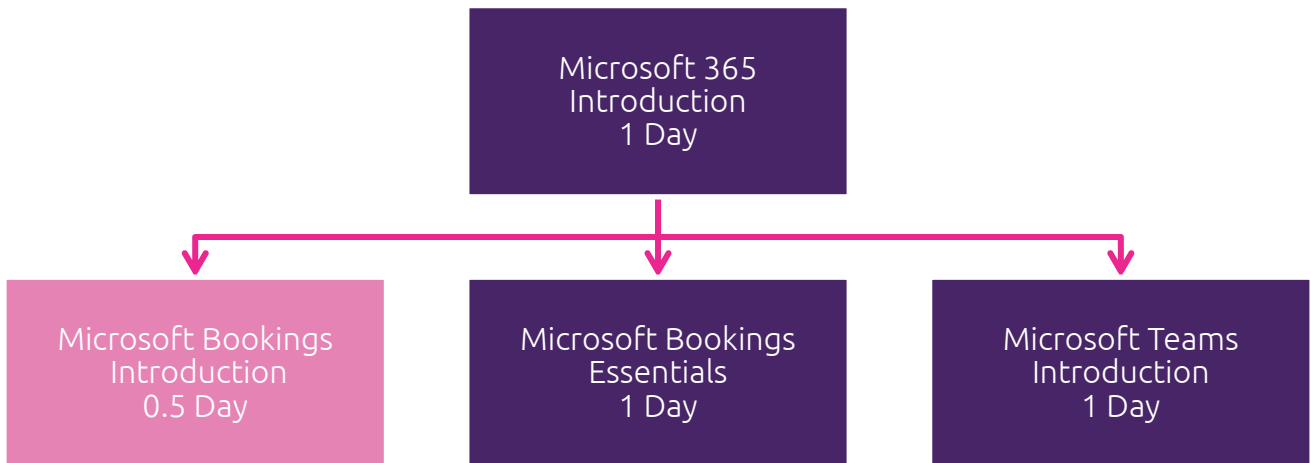
Topic B Integration

Course Progression

Microsoft Bookings is a powerful tool for scheduling and managing appointments that can help you streamline your workflow and improve customer satisfaction. At Appetite, we understand the significance of learning the full depth of using Microsoft Bookings in a modern organization. That's why we offer a range of courses from introduction to advanced, covering topics such as appointment scheduling, staff management, customer communication, and more. We can guide you from having no prior knowledge to efficiently managing your appointments and schedules using advanced skills.

Whether you want to learn the basics of Microsoft Bookings, or take your skills to the next level, we have a course for you. Our courses are interactive, engaging, and can also be tailored to your needs. You'll learn from our experienced trainers who will share their best practices and tips for success. By the end of the course, you'll be able to apply your learning to your own business and scenarios and create a seamless and efficient appointment scheduling system that will impress your customers and stakeholders.

Join us in discovering the power of Microsoft Bookings and enhancing your scheduling and appointment management skills by taking one of the following courses.



About Appetite for Business

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.







Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 Certified  Corporation 