

Any user with an Exchange Online license has access to Bookings With Me unless the organization disables the feature for the entire tenant or individual users.

The idea behind the app is to allow internal and external people to request time in the calendars of other users through their Bookings With Me page. The app is separate to the Microsoft Bookings app, with the basic differentiation between the target audiences: personal (manage meetings in my mailbox) and group (manage appointments for a group of people, usually for a business purpose).

Using Bookings With Me

If your account isn't blocked, a Create Bookings Page link appears in your OWA² calendar (Figure 1). A similar link is not available in Outlook for Windows or Mac. After creating a bookings page, the link changes to Edit Bookings Page.

Clicking the link brings up a draft bookings page for you to populate with a meeting type. A meeting type defines the characteristics of a meeting you're willing to accept, including:

- **Public or private:** Anyone with the link to your bookings page can select from the defined public meeting types to create a meeting in your calendar. Only those with the link to a specific private meeting event can create those events. You might have a private meeting type that can be scheduled immediately at any time by selected co-workers and a public meeting type for everyone else.
- **When it can happen:** By default, you use the working hours defined for your calendar, but you can amend the available hours. For instance, you might decide to reserve slots between 10 AM and 11 AM each morning for meetings.
- **How long a meeting will be:** The default is 30 minutes. It can be as short as 10 minutes.
- **Where the meeting will be:** The default is to create online Teams meetings, but you can define a location such as your office or a conference room.
- **Create buffer times** before and after meetings so that you don't end up with back-to-back events. The buffer time is defined in minutes.
- **How long in advance someone can schedule a meeting.** The default is one hour, meaning that someone can look for a time slot in your calendar an hour ahead of the current time. As many people like to review meetings to decide if they will accept them or reschedule as necessary, a longer lead time might be better.

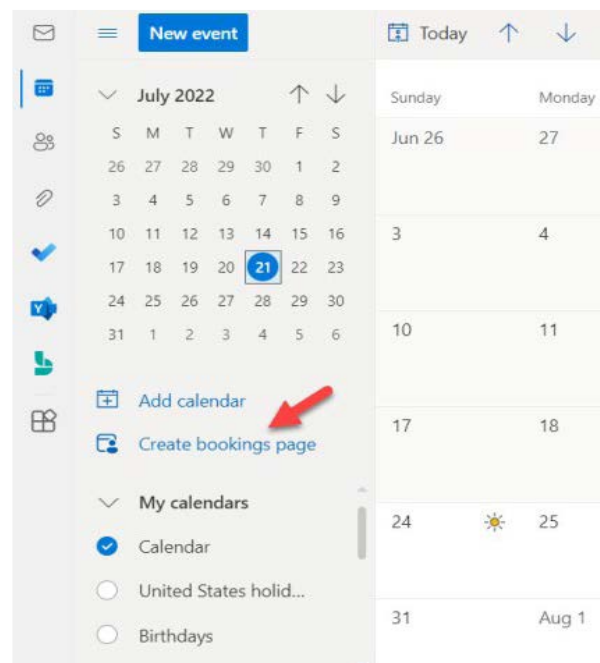


Figure 1: The link to create a personal Bookings page

¹ Content sourced from "How Microsoft Bookings Uses Scheduling Mailboxes", Tony Redmond, <https://office365itpros.com/2022/07/22/microsoft-bookings-app/>

² Outlook Web App

Figure 2 shows how to populate the settings for a new meeting type.

The screenshot shows the 'Edit meeting type' configuration page. At the top, there's a navigation bar with 'Bookings with me Preview' on the left and 'Bookings ? Sean Landy' on the right. The main heading is '< Quick Catch-Up and Chat/Sean L...' with a 'Save' button. The form is divided into sections: 'Edit meeting type' with fields for name, category (Conversation), description, location (Teams meeting), and duration (30 mins); a privacy section with 'Public' and 'Private' options; and 'Schedule customization' with options for regular meeting hours and buffer times (both set to 0 mins). A preview card at the bottom shows 'Quick Catch-Up and Chat/Sean Landy - 30 mins'.

Figure 2: Creating a meeting type for Bookings with Me

Each meeting type has a separate link used to make bookings. You don't have to define all the meeting types immediately as you can add more over time. Just one is needed to create your booking page, which can take ten or so minutes for the service to set up.

Sharing Meeting Types

When the bookings page is ready, you can share its link with other people by copying and pasting it into a document, email, or Teams message, or by adding it to your email autosignature. The Share option generates a link like *Book time with Sean Landy*, which expands to a link to the BookWithMe service running on Outlook.com. The important point to understand is that anyone with a meeting link (public or private) can book a meeting with you, even if they don't have a Microsoft account.

Booking Meetings

To book a meeting, use the link to someone's bookings page or the link to a private meeting time that's been shared with you. Bookings with Me displays the page. You can then select the meeting type from the set displayed on the page and then choose a meeting time (Figure 3).

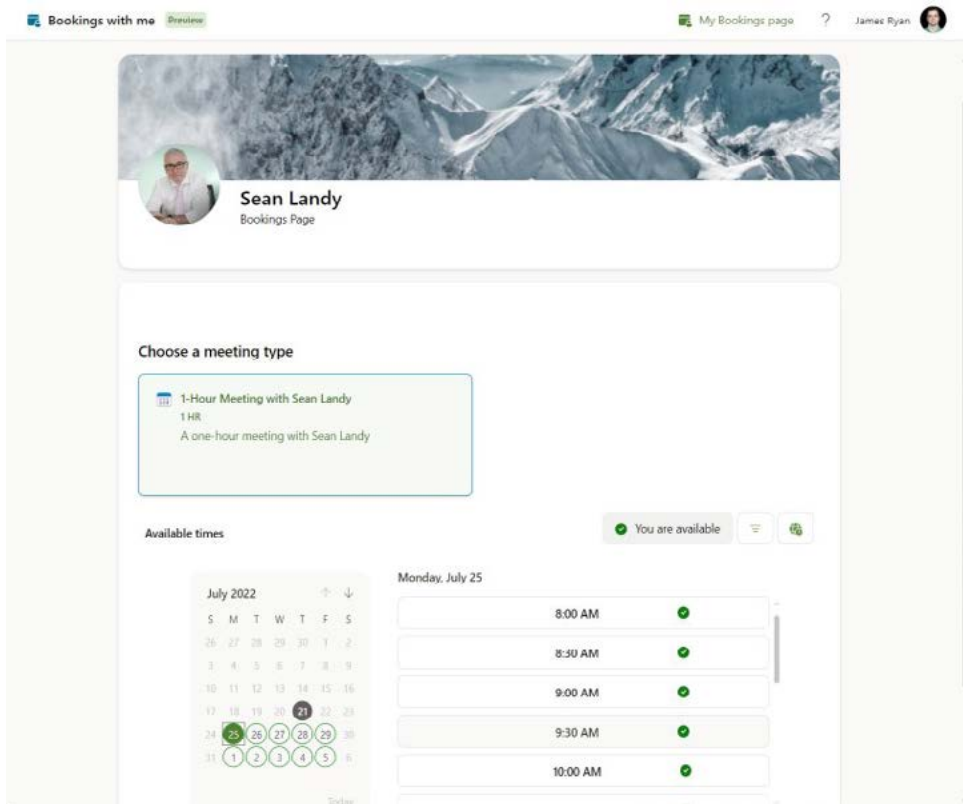


Figure 3: Booking a meeting through a personal Bookings page

When someone schedules a meeting through Bookings With Me, both the requester and the person who hosts the meeting (the meeting owner) receive email confirmation. The meeting owner receives email to tell them that someone set up a meeting through their bookings page. The requester receives a regular meeting invitation. If the meeting is online, the invitation includes any custom Teams meeting information defined by the organization. To make this happen, the Bookings service impersonates the meeting owner and creates a meeting in their calendar with the person who requests the meeting. The calendar event is like any other event and can be updated or cancelled as necessary. This includes changes made by the requestor, who can use a link in the meeting invitation to access meeting details to reschedule or cancel the event.

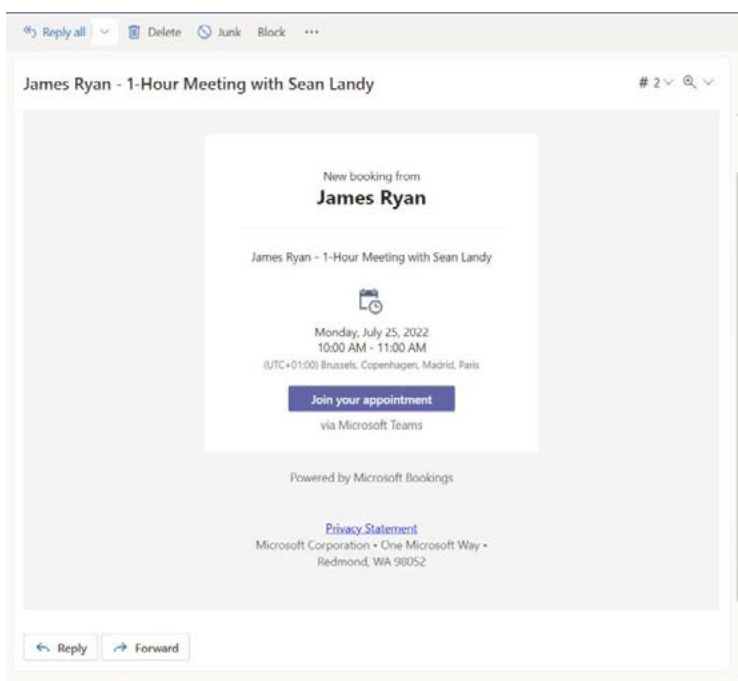


Figure 4: Email notification that someone's made a booking

Frequently Asked Questions³

How do I add a Zoom meeting to a meeting?

Copy the meeting URL and paste it into the location field of the meeting type. Be sure to turn off the Teams meeting slider.

What is the difference between Bookings and 'Bookings With Me'?

'Bookings With Me' integrates with your Outlook calendar and is intended for scheduling meeting times with individual users. Bookings is intended for managing scheduling for a group of people.

Also, 'Bookings With Me' won't create a new mailbox for each Bookings With Me page.

Who can access my public Bookings page?

Public meeting types can be accessed by anyone that has your 'Bookings With Me' page address. You decide who you share your 'Bookings With Me' page address with.

What is the difference between public and private meeting types?

Meeting types can be public or private. Public meeting types are available to anyone that you share your Bookings With Me page link with. Private meeting types are only available to people that you share the individual private meeting type with.

Private meeting types can also generate single use links. Single use links expire after their first booking.

Do people need to have a Microsoft account or Bookings license to schedule time with me?

No. Anyone can schedule time with you using your 'Bookings With Me' page, even if they don't have a Microsoft account. You need a Bookings license to create a 'Bookings With Me' page.



³ Content sourced from "Using Office 365's 'Bookings with me' formerly Personal Bookings", Duke University Office of Information Technology, <https://oit.duke.edu/help/articles/kb0033211>