Bookings – Create Your Appointment Calendar

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Bookings in brief

Here is a summary of how to build a new personal Bookings appointment calendar.
Detailed setup steps are presented step by step in the following slides, with screenshots.

1. Open Bookings
- Intranet → Apps → Bookings
- Outlook/Teams → Apps → Bookings → Pin to sidebar

2. Create a new calendar (4 steps) (slides 4-7)
- Basic Info: name, Jamk logo, Business type → Other, Opening hours
- Staff: Personal → Next
- Name: For example: "Online guidance for students"
- Choose who can book: Anyone
- Create and Start

3. Basic settings (slides 8-12)
- Company details (slides 8-9)
- Booking page (slides 10-12)

4. Services (slides 13-15)
- Add a new service (slide 16)

5. Publish, share calendar link and test (slide 17)
- You can copy the booking page link and share it with students via email, embed it in instructions or add it to your email signature

6. Outlook integration
- Bookings shows only free times from Outlook
- All Outlook bookings, including private ones, block availability

7. Clear customer data (slide 19)
- Customers → Trash icon
  - Delete data one by one
  - Does not affect existing bookings

8. Time off and absences (slide 20)
- Remember to mark vacations and absences in Bookings using "Add time off" settings to prevent accidental bookings.
  - Video guide: Schedule business closures, time off, and vacation time
- Additional tips
  - Personal Bookings Frequently Asked Questions

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Getting Started with Bookings
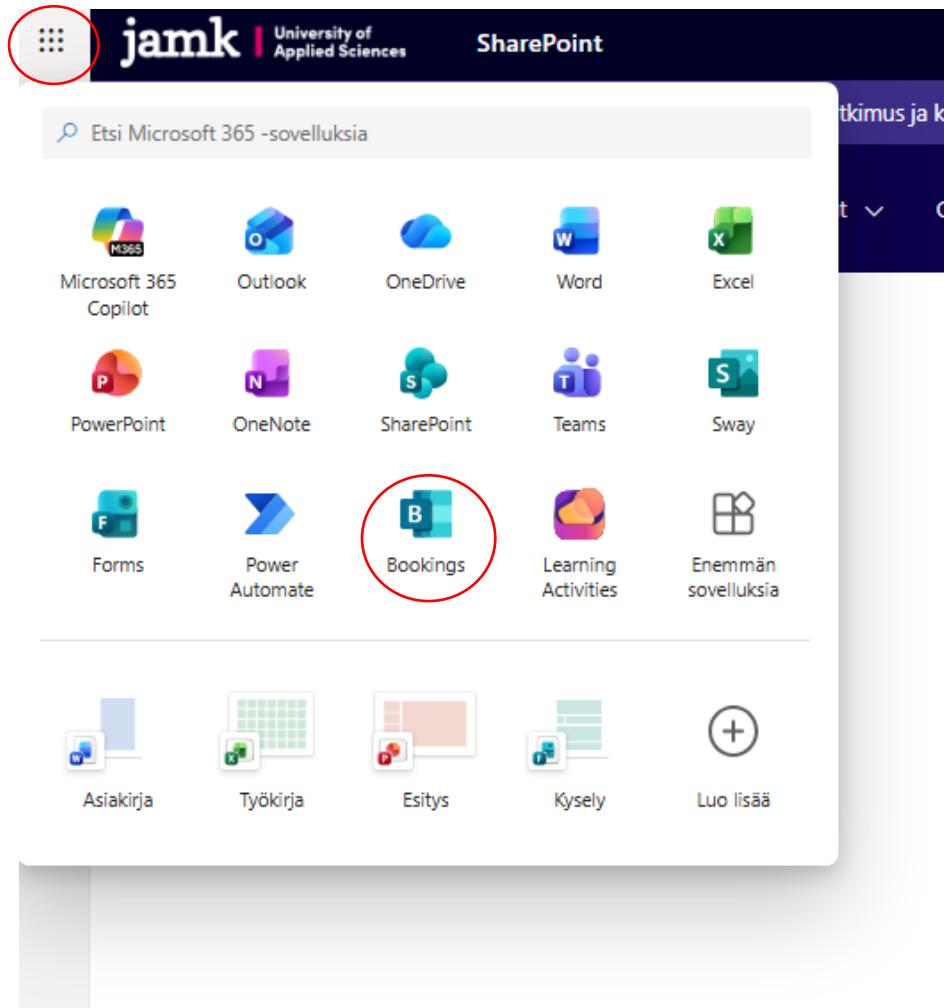
Elmo intra
- Log in to Elmo intra
- Open the app launcher and select Bookings (or search for it in the search bar).

Outlook or Teams

Microsoft Bookings can also be used directly in Outlook and Teams.
You can add the Bookings app to the left sidebar for easy access
- Open Outlook or Microsoft Teams
- Go to the left rail
- Select the Apps icon
- Search for Microsoft Bookings
- Integrate it into the Outlook or Teams interface by selecting Add
- Pin the app to the left sidebar for quick and easy access

- [Microsoft Bookings](#)

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Create a new calendar 1/4
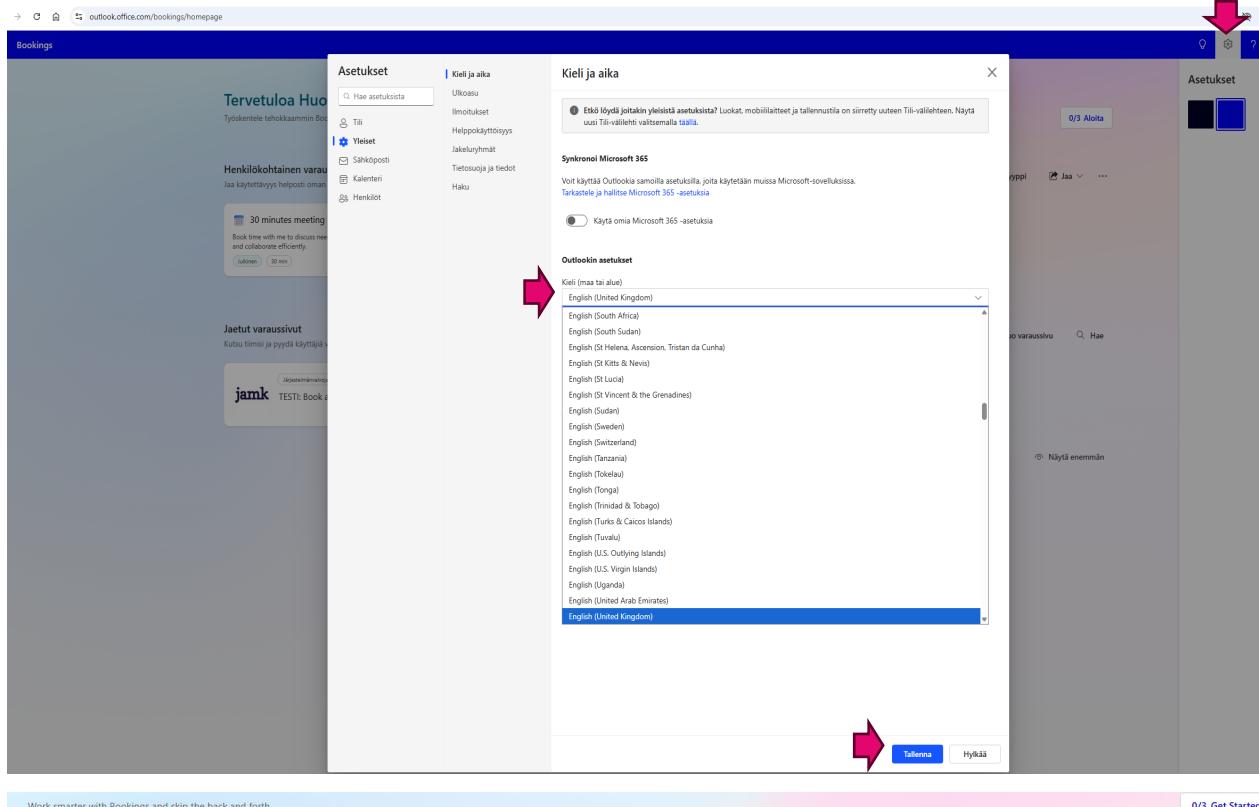
- Settings
- Kieli → English
- Save and close the pop-up window
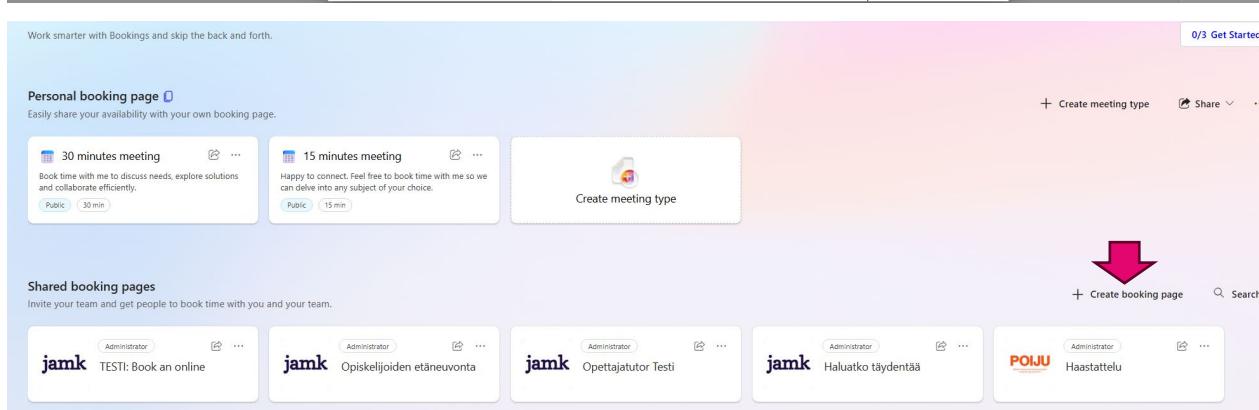
- Create booking page

Create a new calendar 2/4
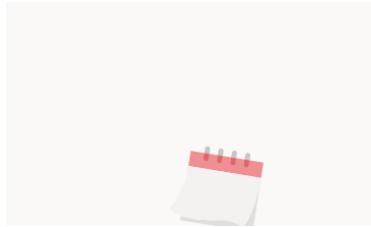
- Create from scratch

Step 1/4

- Name (for example: "Online guidance for... students")
- Add Jamk's logo (save the Jamk logo to your desktop)
- Business type: Other
- Business hours (for example Mon–Fri 9–3).
  - Note! The opening hours are default times at this stage; you can edit the bookable guidance times in the finalized calendar.

Create a new calendar 3/4
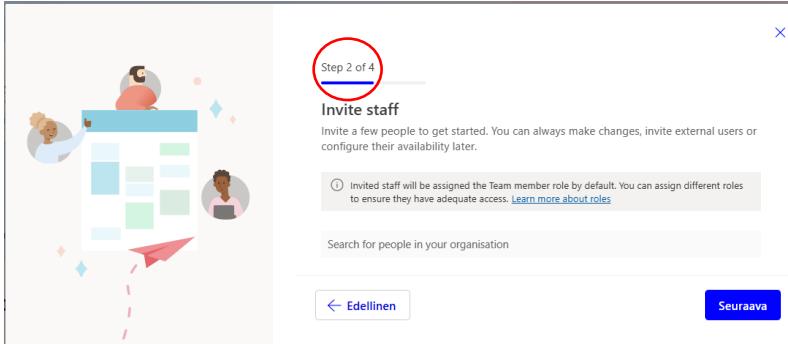
Step 2/4
- Next
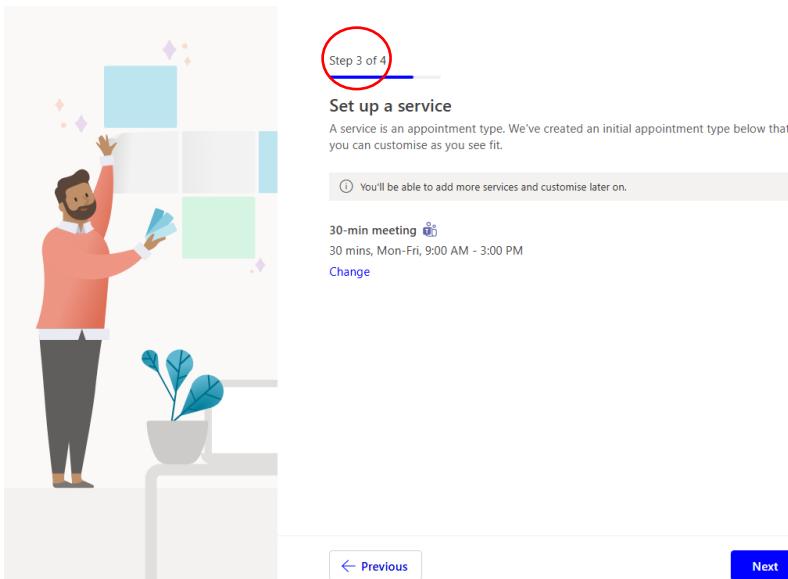
Step 3/4
- Next
- You will be able to add more services and cutomise later on

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Create a new calendar 4/4
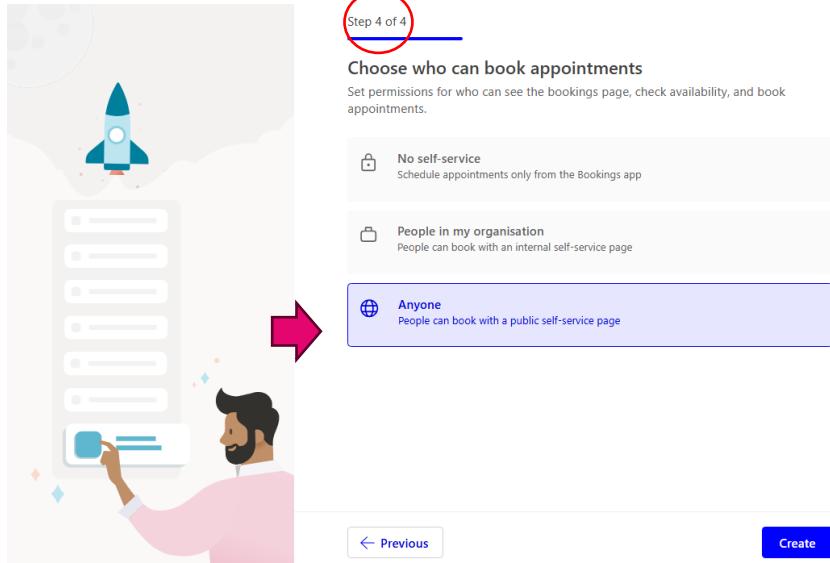
Step 4/4
- Choose Anyone
- Create

- When your booking calendar is finalized, you will receive a confirmation email

- **Note!**
Finalize the company details, booking page, and services e.g. settings before sharing the booking link with students. Instructions for these steps are provided in the following slides.
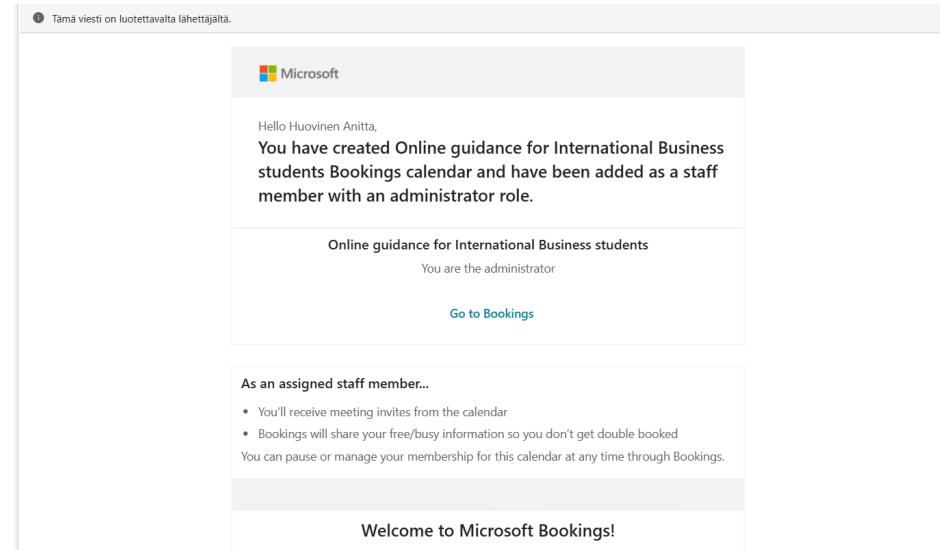
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Bookings - page settings 1/5

Business information

- Name: for example: "Online guidance for International Business students" (Edit if necessary)
- Address: (empty)
- Send customer replies to (your own email address pre-filled)
  - Guidance time bookings are synchronized with your Outlook-calendar
- Business type: Other
- Business logo: Jamk's logo

Copy the links to the Terms of Use and Privacy Policy

Jamk Network Usage Rules
- https://help.jamk.fi/kirjautuminen/en/jamk-network-usage-rules/

Data protection in Jamk
- https://www.jamk.fi/en/data-protection-in-jamk

Save

Bookings - page settings 2/5
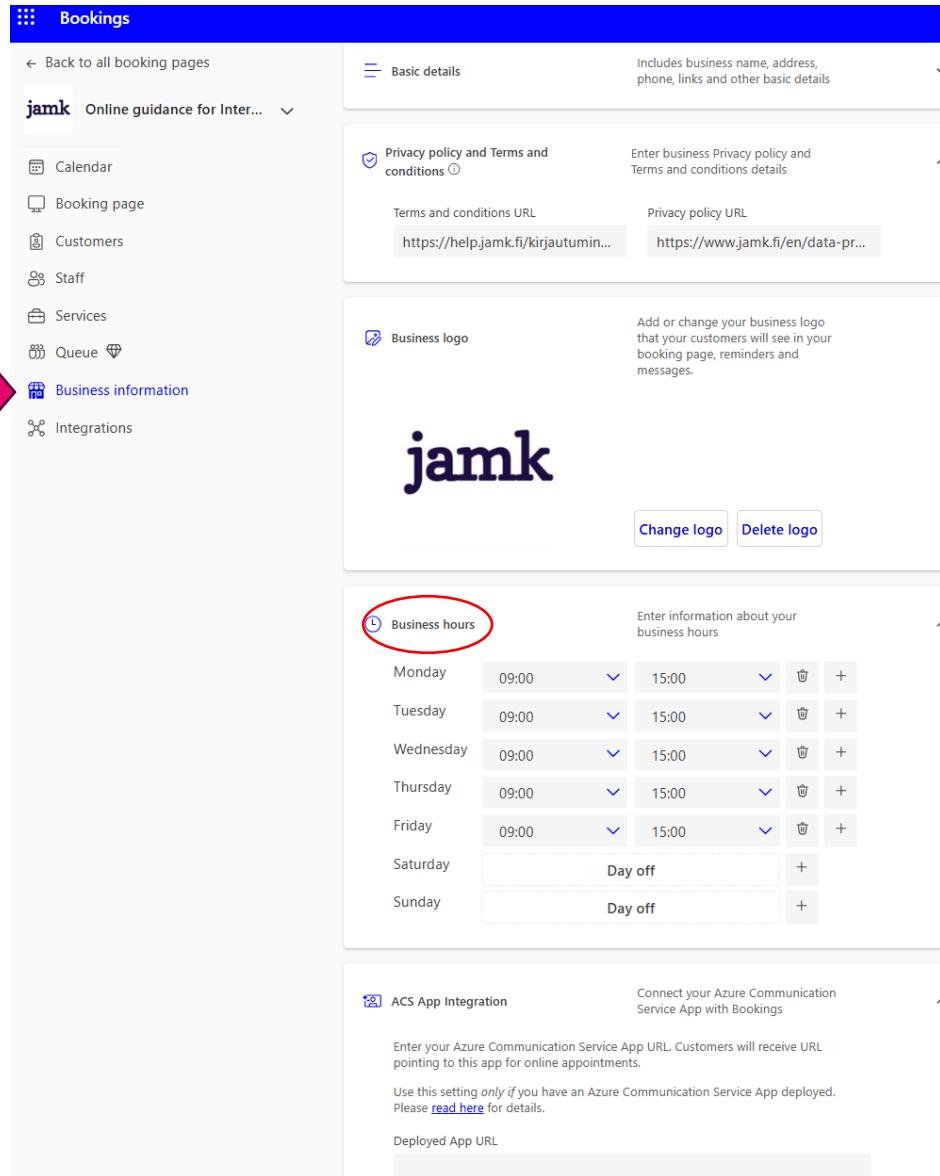
Business hours

- The basic information includes general opening hours, which you can edit if you wish
- Alternatively, you can set service-specific booking times (see slide 14)
- You can set general opening hours or alternatively define a service-specific schedule

Save

- Remember to save from the top of the page

Bookings - page settings 3/5
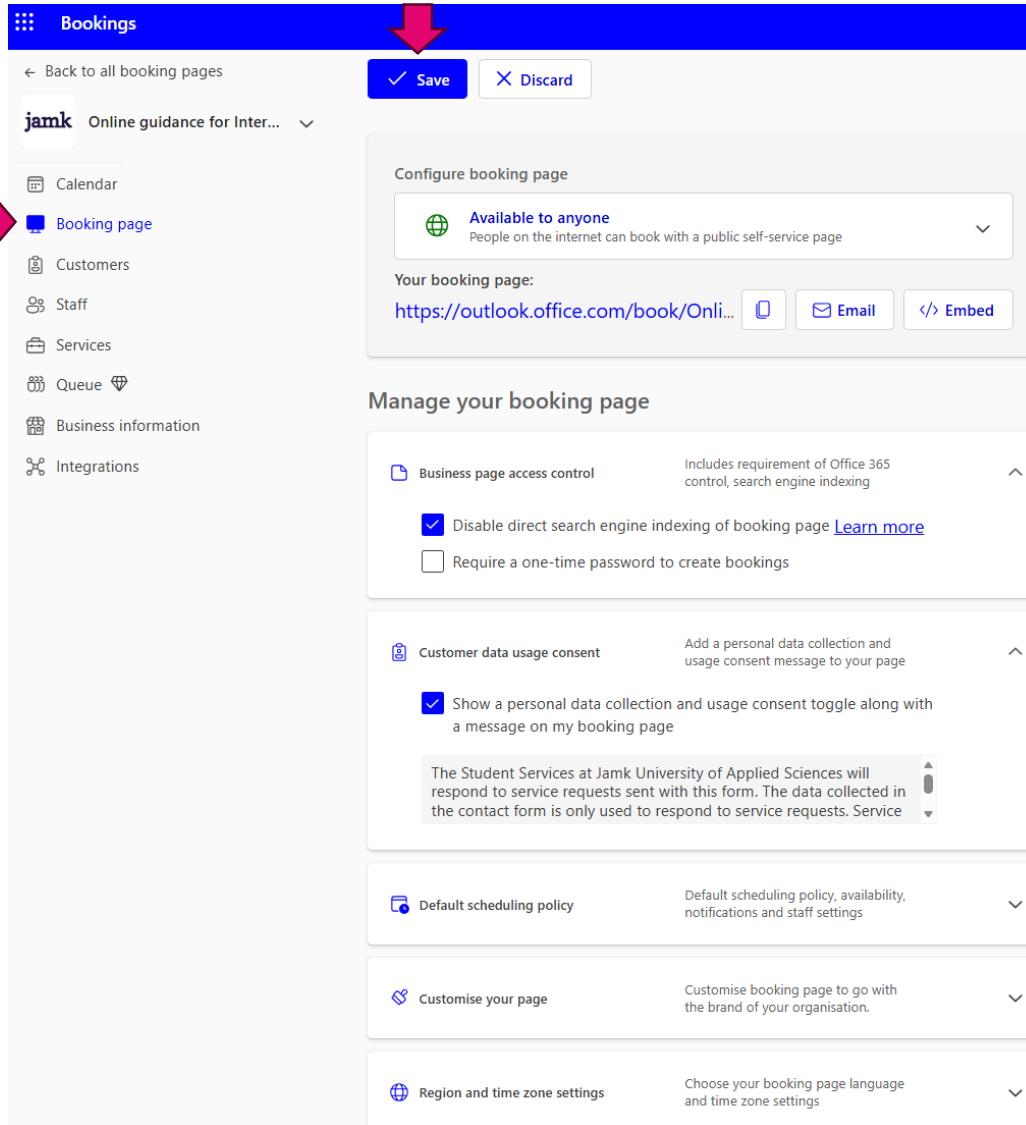
Manage your booking page

- Select the option: Disable direct search engine indexing for the booking page.
- Select the option: Show the personal data collection and usage....”
- Customer data usage consent > copy-paste the text below to the message field.

The Student Services at Jamk University of Applied Sciences will respond to service requests sent with this form. The data collected in the contact form is only used to respond to service requests. Service requests are directed to JAMK's Bookings system. No data will be transferred to a third party. Contact: studentservices (at) jamk.fi

Save
- Remember to save from the top of the page

Bookings - page settings 4/5

Default scheduling policy

Time increments
- Set the desired break between bookable time slots here, e.g., 15 minutes
- Lead time for bookings (in hours)
- Set the maximum date for advance bookings

Email notifications
- Select all

Save
- Remember to save from the top of the page

Bookings - page settings 5/5

Customise your page

- Page template, select "Classic "
- Set customised colour for your booking page:
  - Copy-paste Jamk's code: **#0d004c**
- Select the option: "Display business logo on your booking page"
- Region and time zone settings: Ensure the correct time zone: Finland (UTC +2 Helsinki) and language English (or Finnish)
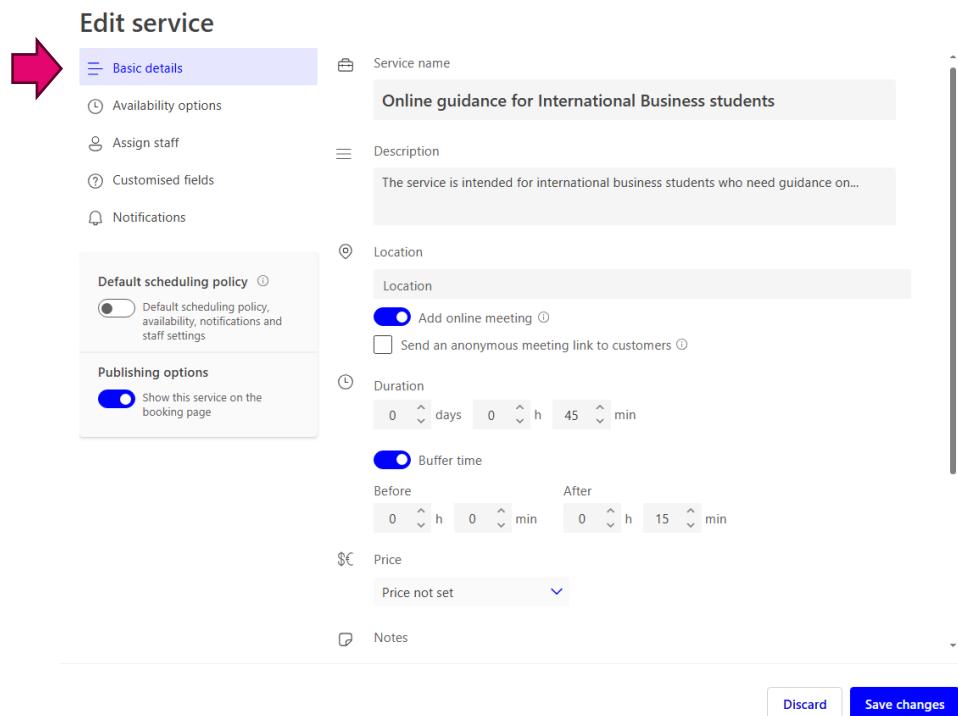
Save
- Remember to save from the top of the page

Edit service settings 1/3
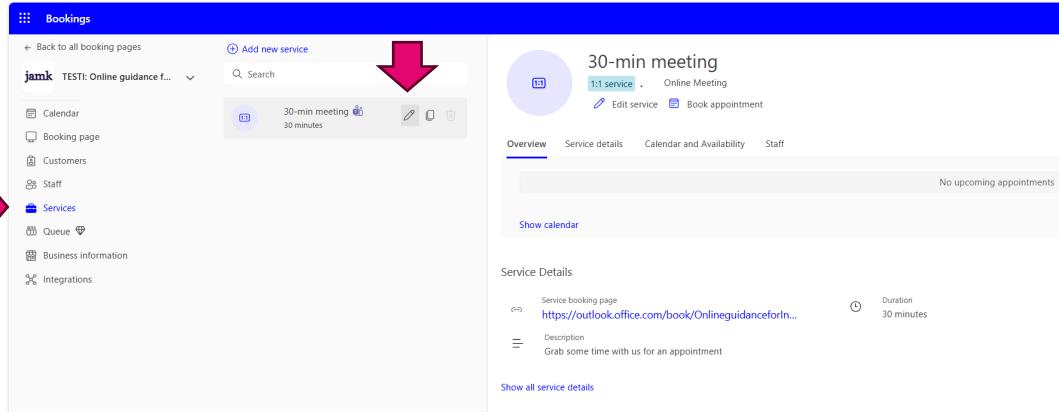
Services
- Select the pencil icon

Basic details
- Fill in the service description
- Example "The service is intended for international business students who need guidance on…"

Location
- The system automatically includes a Teams meeting link when the online meeting option is on by default

Duration and buffer time
- Define the service duration and add buffer time before and/or after the meeting for better scheduling.
- Save changes

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Edit service settings 2/3

Available options

- Define the schedule for this service
- Edit the schedule to define available weekdays and suitable time slots for guidance sessions
- Save changes

Assing staff

- Select your name
- Save changes

Edit service settings 3/3

Customer information
- Choose only the customer's email address and turn off the other options
- Limit the data collected from the individual booking the guidance session for privacy reasons

Customized fields
- Add a customized field if you want to include an extra question for the person making the appointment, as a text field or a dropdown
- Make sure to check the "Selected" box; if it is not checked, the additional information field will not appear in the booking calendar

Notifications, Email reminders
- You can set up an automatic reminder message for the person being guided about the booked guidance time for example

  Hi! This is just a reminder that your Teams meeting is starting soon. Remember to check that your microphone is working before the meeting starts. See you soon, Tutor Teacher

- You can set up also follow-up message to collect feedback if you want
- Save changes

Add a new service

Add a new service

- Select "Add new Service" OR copy an existing one as a template and edit its settings
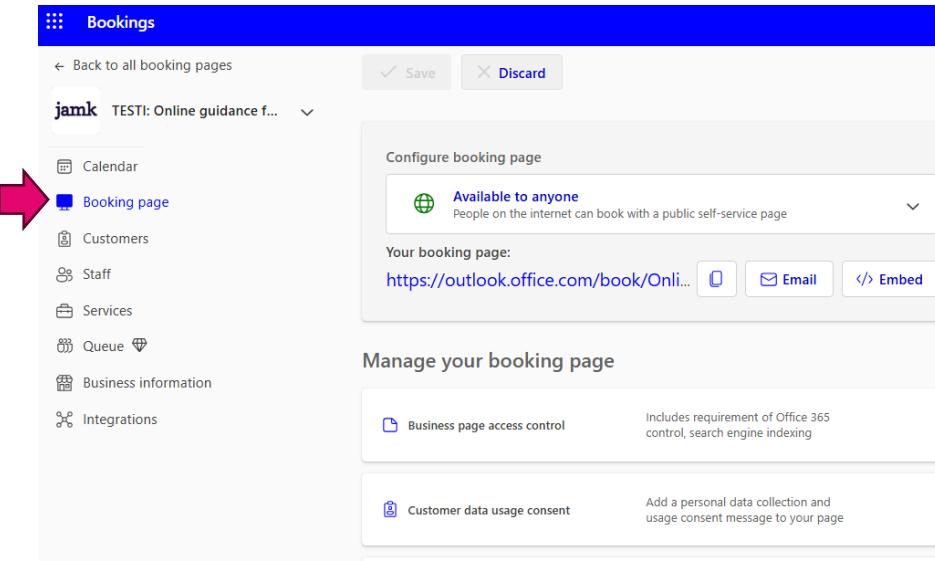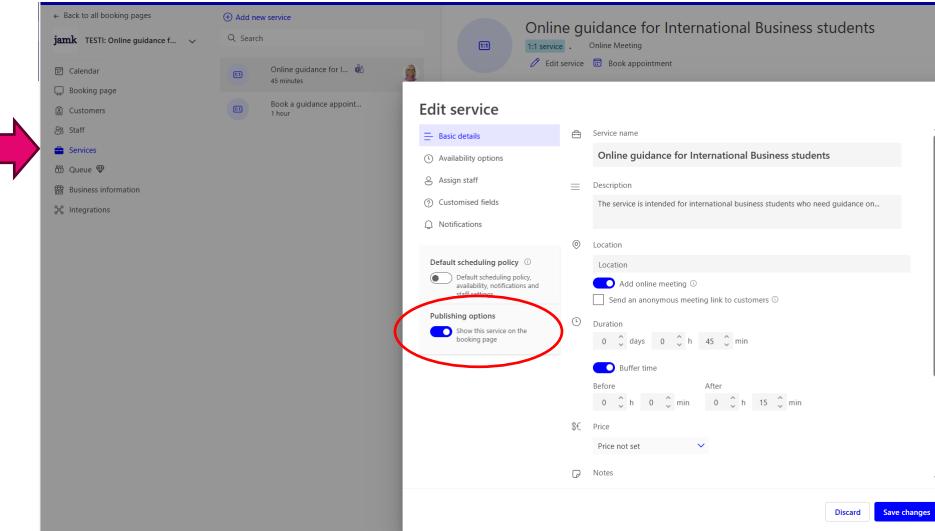- Add Service name and description

Location

- Add a location and turn off the Add Online Meeting toggle, if you want to create face-to-face meeting service and add the location information

Duration and buffer time

- Define the service duration and add buffer time before and/or after the meeting for better scheduling.
- Save changes

Publish, share the link, and test

Publishing the calendar and services

- Services > Edit services
- Publishing options on

Calendar booking page link

- Copy and share link by email or embed it in your instructions page
- You can also add the calendar link to your email signature
- Open the link and make a test booking to ensure the calendar works correctly

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Service ready and booking calendar available

Additional information field where the booker can optionally enter the discussion topic. This information will appear in your Outlook calendar

Two alternative guidance services
1. Online
2. Face-to-face

Clear customer registry

**The customer list needs to be cleared from time to time**

- Data protection legislation requires that personal data is not processed or stored in systems longer than necessary.
- The customer register must be cleared at least once per semester.
- You can also clear it monthly to prevent excessive accumulation of personal data and make it easier to remove entries one by one.
- To delete: click the trash icon next to the person's email address.
- Bookings does not have an automated way to clear the register; it must be done manually.

Note:
- **Clearing the customer register does not affect existing bookings; calendar reservations remain unchanged.**

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Schedule time off and vacation time

Remember to mark holidays and absences in the Bookings calendar so that times cannot be booked accidentally
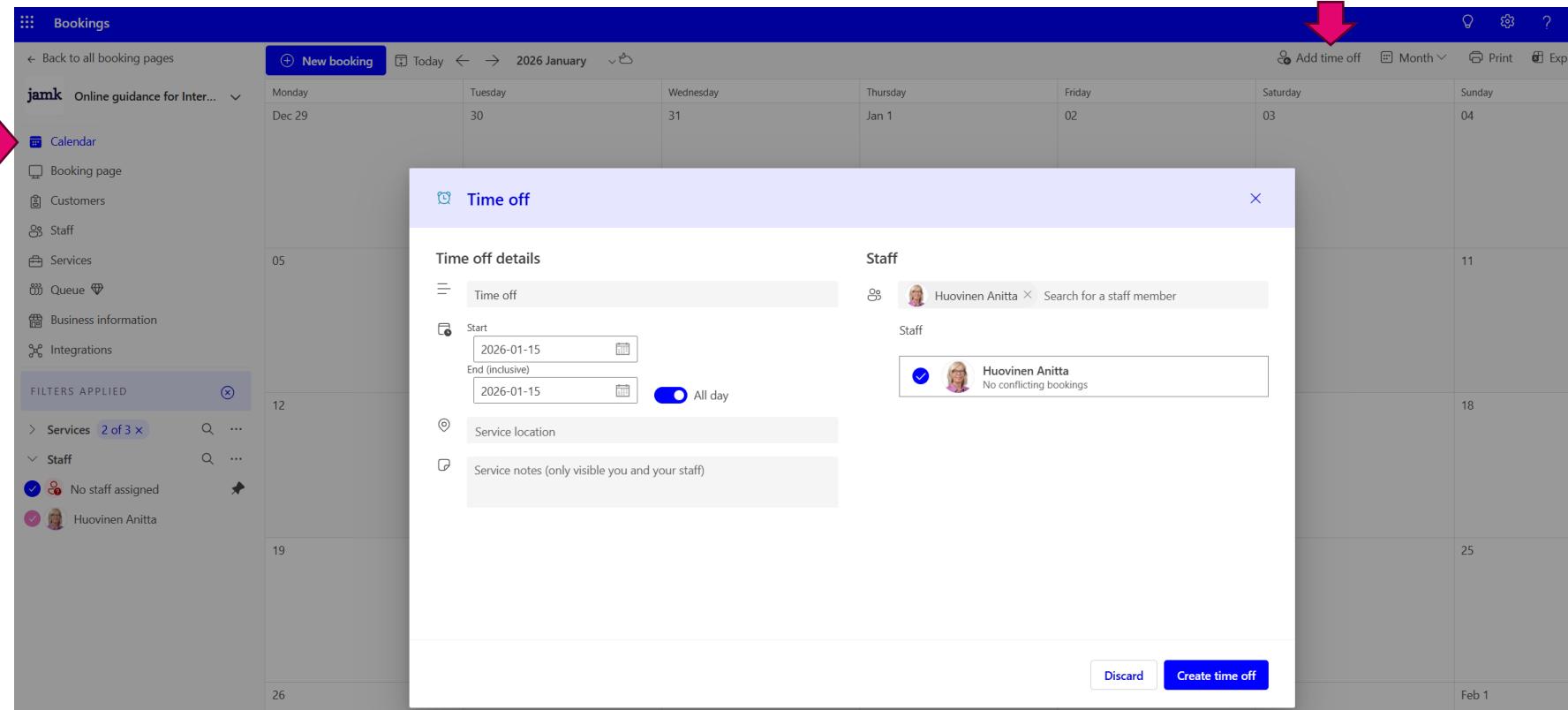
- Calendar > Add time off and set time off details and select staff → Create time off
- Schedule time off, and vacation time