

# Find out and add “Bookings” into your Microsoft apps

The screenshot shows the Microsoft 365 'Apps' page. On the left is a navigation sidebar with icons for Home, Create, OneDrive, Apps, and Bookings. The main area is titled 'Apps' and features a row of application tiles: Copilot, Teams, Word, Excel, PowerPoint, Outlook, and OneDrive. A red button labeled 'Get more Apps' is in the top right. Below the tiles, the text 'Use across Teams, Outlook, and Microsoft 365 Copilot' is displayed. The 'Bookings' app tile is highlighted with a red box and labeled 'Step 2'. A red box labeled 'Step 1' highlights the 'All apps →' link in the bottom right corner.

Apps

Get more Apps

Copilot Teams Word Excel PowerPoint Outlook OneDrive

Use across Teams, Outlook, and Microsoft 365 Copilot

Bookings **Step 2**

Step 1 All apps →

# Choose the date for your reservation

Booking for **1hour-booking**

**Step 3** May 12

 **DATE**

 **TIME**

< > May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	<b>12</b>	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8:30 AM	9:00 AM	9:30 AM
10:00 AM	10:30 AM	11:00 AM
11:30 AM	12:00 PM	12:30 PM
1:00 PM	1:30 PM	2:00 PM
2:30 PM	3:00 PM	3:30 PM

 All times are in (UTC-06:00) Central Time (US & Canada) ▼

**Choose the time for your reservation;  
If you want more hours, please repeat Step 4.**

Booking for **1hour-booking**

May 12

**Step 4**

 **DATE**

< > May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	<b>12</b>	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

 **TIME**

8:30 AM	9:00 AM	9:30 AM
10:00 AM	10:30 AM	11:00 AM
11:30 AM	12:00 PM	12:30 PM
1:00 PM	1:30 PM	2:00 PM
2:30 PM	3:00 PM	3:30 PM

 All times are in (UTC-06:00) Central Time (US & Canada) ▼

# Fill out your Name and Email address



ADD YOUR DETAILS

**Step 5**

First and last name \*

First and last name

Email \*

Email

Address

Address

Phone number

Add your phone number

Add any special requests

Add any special requests

Guest email(s)

Add up to 10 additional guests

**Book**

**Please fill out your service type: Uniassistant- or Assistant\*-**

\*For Assistant service, users should notify the staff via Email and submit the sample information at least 5 working days in advance

 **ADD YOUR DETAILS**

**First and last name \***

**Email \***

**Address**

**Phone number**

**Step 6**

**Add any special requests**

**Guest email(s)**

**Book**

**Step 7**