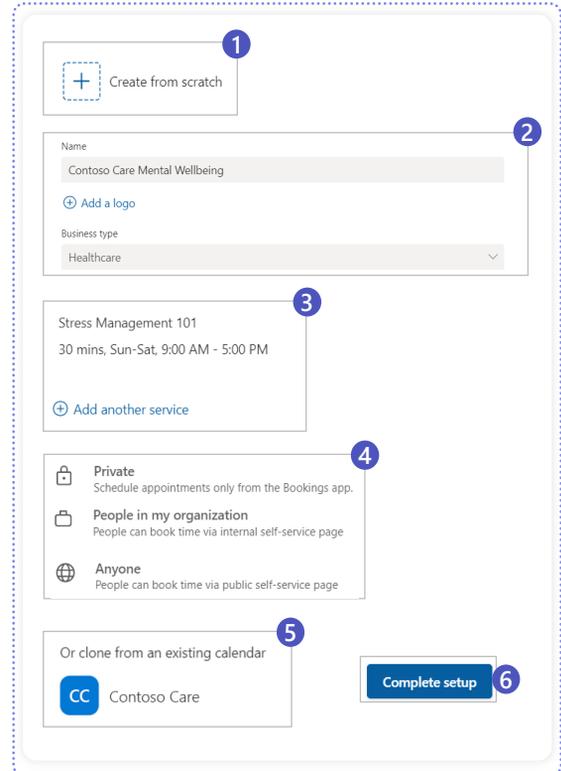


Quick start guide: Virtual classes with Bookings

1 Set up and schedule virtual classes

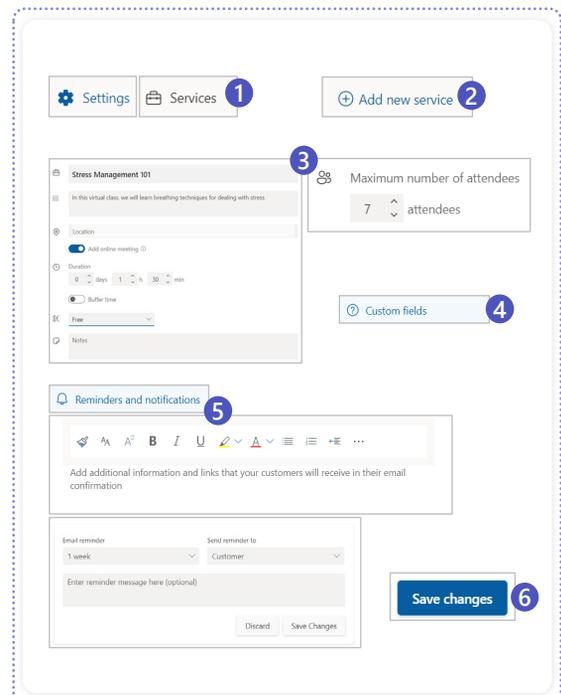
Create a Bookings calendar

- 1 To create a new Bookings calendar, click **Create from scratch**.
- 2 Enter the name of your organization and select **Healthcare** in the Business type section.
- 3 Add virtual classes by clicking **Add another service**. Visit the Managing your services section for more detail.
- 4 Configure privacy settings to determine who can reserve places in your class. This will also determine how attendees enroll in your classes.
- 5 Make sure to click **Complete setup** to finish creating your Bookings calendar.
- 6 If you already have a Bookings calendar and simply want to add additional sections, select **Clone from an existing calendar**. This feature allows you to carry over services and other settings from one Bookings calendar into another. This can be helpful if you want to create classes for multiple departments in your organization.



Managing your services

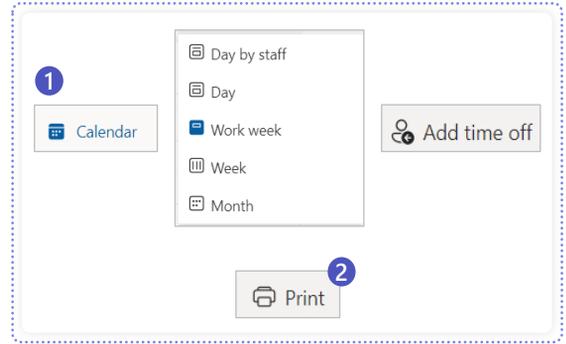
- 1 In the **Settings** tab, select **Services** to create a new virtual class.
- 2 At the top of your screen, click **Add new service** and then enter basic information like the name of the class and a brief description.
- 3 In the **Add service** window, you can customize settings such as class duration and location. In addition, you can set a cap on the total number of attendees.
- 4 Click **Custom fields** to solicit additional information from attendees.
- 5 By clicking **Reminders and notifications**, you can prevent no shows through email or SMS reminders. Customize your reminder email into the text box and then specify when and with what frequency the reminders should be sent out.
- 6 Make sure to click **Save** before exiting the window.



Microsoft Teams

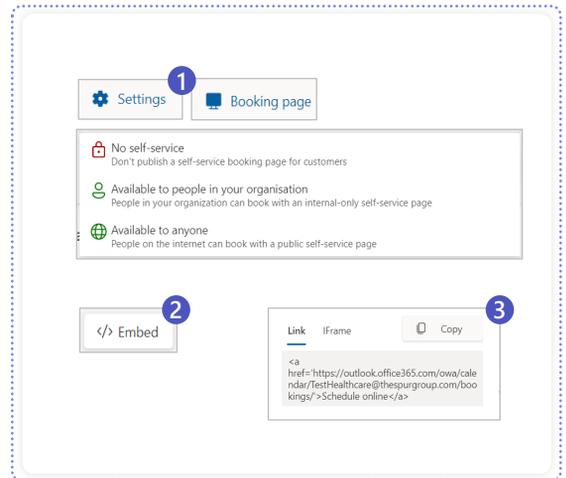
Managing your calendar

- 1 By clicking on the **Calendar** box in the settings column, you can view and edit upcoming virtual classes and input time off.
- 2 Here you can toggle between day, week, and month view, and additionally you can sort of staff member. Select **Print** to make a hardcopy.



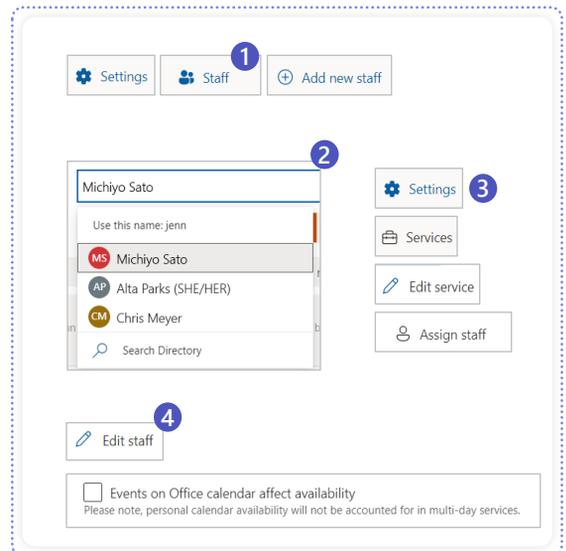
Managing your booking page

- 1 On the Booking page, you can manually configure settings which dictate how attendees will find your page. You can also add a logo and a color scheme. [Click here to learn more about making your branding consistent.](#)
- 2 To view your page from the web, click the URL at the top of your screen. You can also add a link to the bookings page on your general website by clicking **Embed**.
- 3 From there, select **Copy**, and then you can place the link anywhere you like from your hospital website to social media or even to your email signature.



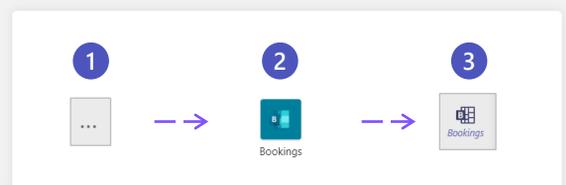
Add staff members

- 1 To add clinicians to your Bookings site, simply select **Staff** in the settings column and then **Add new staff**.
- 2 From here, you can search a dropdown list for people from your organization or type the name of someone outside your organization.
- 3 In the services window, manually assign staff members to virtual classes that suit their expertise by selecting **Edit service** and then **Assign staff**.
- 4 Click **Edit staff** and then tick the box at the bottom of your screen to sync staff availability and staff member's Outlook calendars.



Make Teams your hub for everything by accessing Bookings as a Teams app.

[Click here to learn more >](#)



2 Sign-up virtual class attendees

The screenshot shows a self-service sign-up interface for a virtual class. It is divided into several sections:

- 1** Service selection: A card for "Stress Management 101" with details "30 minutes" and "Free".
- 2** Staff selection: A dropdown menu showing "Anyone" selected, with "Alta Parks" listed as an available staff member.
- 3** Personal information form: Fields for "Name", "Email (optional)", "Address (optional)", and "Phone number (optional)".
- 4** Action buttons: "Reschedule", "Cancel booking", and "New booking".

Self-service signup

Once you have published your Bookings page to the web, attendees can find it online and select virtual classes based on their availability.

- 1 On your Bookings page, attendees start by selecting a service.
- 2 Optionally, attendees can select the staff member they want to work with, the date, and the time.
- 3 After choosing a class, attendees enter their personal information and receive an email confirmation. If they double-click the calendar attachment, the class will appear in their calendar.
- 4 If the organizer permits this functionality, attendees can cancel or reschedule their booking or find another class.
- 5 Based on the notifications that you configured in the Managing your services section, the attendee will receive notifications in advance of the class.
- 6 If you want to include your own website layout on top of the Bookings interface, you can do so with API. [Click here to learn more.](#)

The screenshot shows the interface for manually adding attendees. It includes:

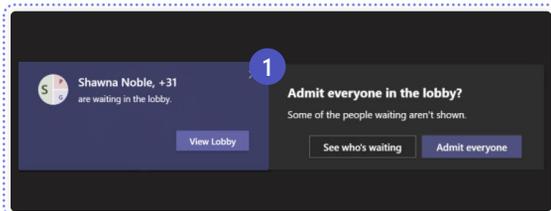
- 1** "Calendar" tab.
- 2** "New booking" button.
- 3** "Add customer" button.
- 4** "Customer Information" form with fields for name ("Alta Parks"), email ("alta.parks@contosocare.com"), and phone number ("2068953245").
- 6** "Add customer" button at the bottom.

Manually adding attendees

- 1 To manually add attendees, click on the **Calendar** tab in Bookings.
- 2 You can create a new class by selecting **New booking** and then selecting the class you want.
- 3 In addition to customizing details such as the time and date, you can manually add attendees to the class by clicking **Add customer**.
- 4 In this window you can input attendee details such as their name and contact information.
- 5 By selecting **More options**, you can add notes about each attendee.
- 6 After you input the attendee's information, make sure to click **Add customer**. This will send an email confirmation to the address you entered and fill up one of the spaces in the class.
- 7 Like attendees booking proactively, they will receive notifications based on your selections in the manage your booking page section.

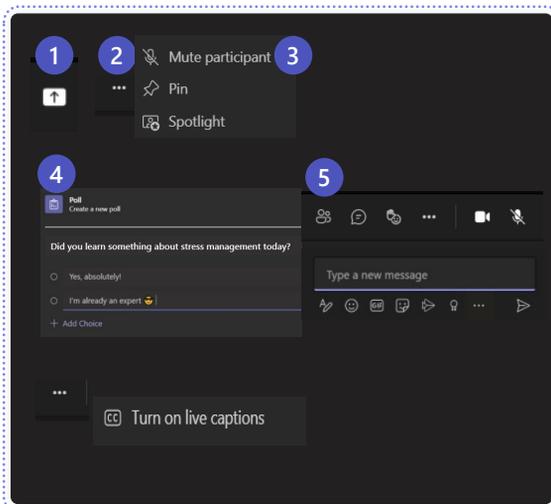
Microsoft Teams

3 Hold the virtual class



You can join the meeting from your phone, browser, or the Teams desktop app. For an optimal experience, the desktop app provides the most functionality. [Learn more here.](#)

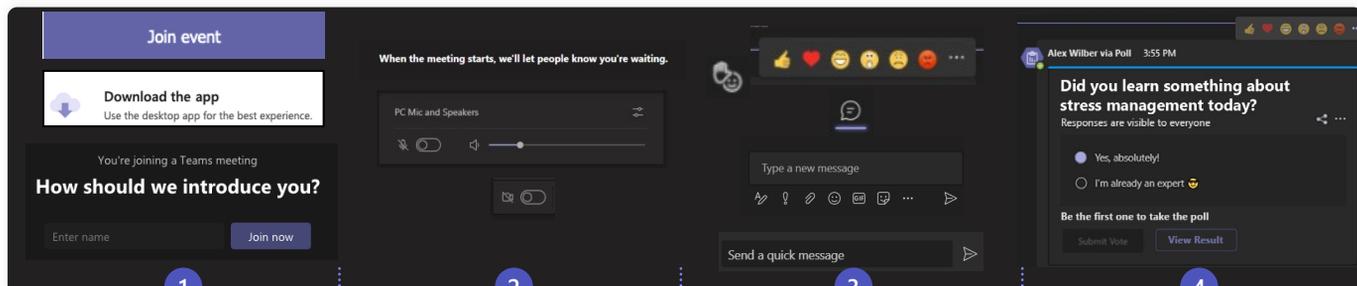
- 1 As the organizer, when you enter the meeting by clicking **Join now**, your first task will be letting the attendees in. Select **View Lobby** and then **Admit everyone**.



Hold virtual classes on Teams

- 1 To share content, simply click the **Share content** button at the top of your screen and then select the window you want to share. [Experiment with different presenter modes to find out what best suits your curriculum.](#)
- 2 The **Spotlight** feature allows you to highlight important content.
- 3 Presenters can **Mute** and **Unmute** attendees by hovering over the ellipses next to their name or disable attendee camera and mic all together. This can be altered at any time.
- 4 Learn about how to create polls in your class by [clicking here.](#)
- 5 Click the speech bubble icon to type in the chat.
- 6 To use the **Whiteboard**, access it from your web browser and then share your screen.

Attendee View



After you register, you can join the virtual class by clicking **Join event** in your email. From there, download Teams and enter your name. If you want to join without downloading, [click here to learn how.](#)

When you enter the class, you will be in the lobby until the instructor lets you in. While in the lobby, configure your audio and video settings.

Click the emoji at the top right of your screen to raise your hand to get the instructor's attention. Other emojis allow you to react to the content on the screen. The chat feature allows you to communicate with other attendees and presenters.

Once you submit your answer to the poll, you can view the results and react to it with emojis.

Learn more

Blog posts

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[Online meeting agendas](#)

[Group chat in the workplace](#)

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