

Displays bookings for each staff member. Schedule new bookings and assign staff from here.

Set scheduling policies and publish the booking page from here.

Create and manage your customer list, including name and contact info.

Create and manage your staff list and set staff working hours from here.

Create service descriptions, including name, location, duration, and pricing.

Includes business name, description, contact info, logo, and hours of operation.

The screenshot shows the Microsoft Bookings application interface. At the top is a navigation bar with the 'Bookings' title and several icons (notifications, settings, help, tools, and a user profile). On the left is a sidebar menu for 'Alpine Ski House' with options: Home, Calendar, Booking page, Customers, Staff, Services, and Business information. The main content area has a teal header 'Welcome to Bookings' and three primary task cards: 'Set your business hours' (with a preview of a weekly schedule), 'Publish your booking page' (with a preview of the booking page), and 'Create your first booking' (with a preview of the calendar). At the bottom is a grey footer section titled 'Get help, give feedback.' with a link to 'Give feedback'. Annotations with pink lines point from descriptive text to specific elements: 'Displays bookings for each staff member...' points to the 'Staff' menu item; 'Set scheduling policies and publish the booking page from here.' points to the 'Booking page' menu item; 'Create and manage your customer list...' points to the 'Customers' menu item; 'Create and manage your staff list...' points to the 'Staff' menu item; 'Create service descriptions...' points to the 'Services' menu item; and 'Includes business name, description, contact info...' points to the 'Business information' menu item. A bracket labeled 'Quick access to common tasks' spans the three main task cards.

Bookings

Alpine Ski House

Home

Calendar

Booking page

Customers

Staff

Services

Business information

Welcome to Bookings

Set your business hours
Open the Business Information page to set your business hours.

Publish your booking page
Use the Booking page to publish a self-service booking web page for your customers.

Create your first booking
Click Calendar to open your booking calendar and create new bookings.

Get help, give feedback.
Have questions? Need support? Have ideas or feedback to share? Use the link below.
[Give feedback](#)

Quick access to common tasks