



Hello User

Welcome to Microsoft Bookings!

Bookings is an Office app that makes it easy for others to grab time with you when you are free. Bookings makes scheduling easier and removes the back-and-forth usually needed to find a good time to meet. You can learn more about Bookings here: <https://office.com/bookings>

You are receiving this notification because you have been added as a staff member to **Calendar Display Name** booking calendar.

Your free/busy information will be shareable through Bookings based on your membership settings and others will be able to grab time with you when you are available.

IMPORTANT!

Action is required from you to approve your staff membership.

To view or change your membership settings for this booking calendar, please use the membership management link below.

Thank you.

