

How to Find Your Microsoft 365 Booking Link Like a Pro

Follow these simple steps to find your booking link with ease! If you run into any issues, please reach out to Helpdesk and they can assist you.

1

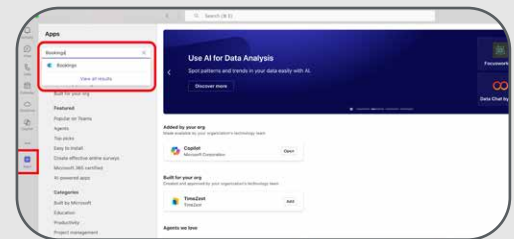
Open Microsoft Teams

On your computer, open the Microsoft Teams application. You should be able to find this under your Start Menu on a PC.

2

Click on Apps

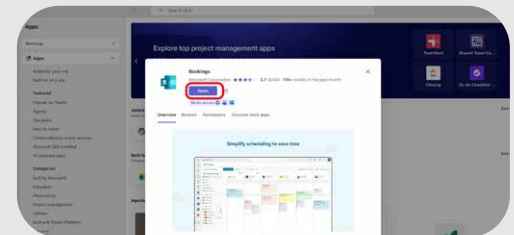
At the bottom of the left navigation pane, click on the + icon for Apps. Search for Bookings and select it.



3

Add Bookings

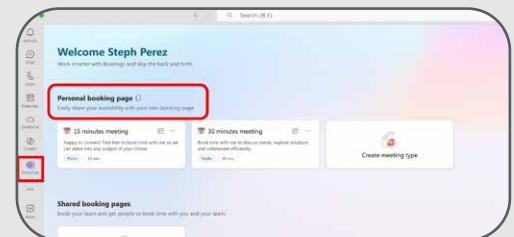
When the Bookings window appears, click on the purple button. It will either say "Add" or "Open".



4

Copy Your Personal Booking Page Link

Click on Bookings from the left navigation pane if it doesn't automatically take you there. Then click on the double green box icon beside "Personal booking page". This is your booking link that you will submit online.



Once you copy your new booking link, please complete this form online:

<https://higherinfogroup.com/my-email-signature/>