

MISCRSOFT 365 BOOKINGS

COURSE SCHEDULES

BOOKINGS - *ESSENTIALS*

- Overview
- Schedule a Booking
- Setting up your Site
- Managing your site
- Adding your Services
- Managing Staff
- Calendar and Booking Management
- Publishing and Sharing
- Managing your Mobile App



Name of Course	Description	No of Days	MS Teams	Cost per Delegate		Premises	at Sankin
				Cost per Delegate	Delegate: Your		
Office 365 Bookings	An overview and understanding of the interface, from setting up and managing services, staff, calendar, learn how to publish and share and use the mobile app.	1		1100		1200	1300