

Microsoft Bookings Quick Reference Guide for Students

Microsoft Bookings is an online and mobile app designed to allow students the ability to schedule appointments with faculty during established office hours.

Please note: This service is not available to Feinberg School of Medicine.

How to Book an Appointment

Step 1:

1. Click the hyperlink that your Northwestern instructor has sent you. You will be presented with a screen showing the available office hours.

Step 2:

1. Select the available date and time for your appointment.
2. Enter your name and a brief note about what you're planning to focus on during your appointment.
3. Select "Book."
4. You will receive a confirmation email about your booking.

April 06, 3:00 pm with Content Reviewer

< > April 2020 Select staff (optional)
Content Reviewer

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1:30 pm 2:00 pm 2:30 pm
3:00 pm 3:30 pm 4:00 pm
4:30 pm

© All times are in (UTC-08:00) Pacific Time (US & Canada)

Add your details

Please let us know if you have any special requests. Thank you.

Name

Email

Phone number (optional)

Address (optional)

Notes (optional)

Book

What if I need to cancel or move an appointment?

If you need to reschedule, cancel, or move your appointment, go back to your booking and select the appropriate button to make the adjustments.

Reminder: Please be respectful of the instructor's time and take note of their requested lead and cancellation times.

Support

For questions, please contact the IT Support Center via email at consultant@northwestern.edu or call 847-491-4357 (1-HELP).

Upcoming booking for John Smith

Office Hours

Monday, April 06, 2020
3:30 pm (30 minutes)

Our office address

Content Reviewer

Reschedule
Cancel booking
New booking

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