

Microsoft Bookings Guidance

How to book onto SLAR CPD

- In the SLAR CPD Microsoft Bookings dashboard, select the CPD you wish to book
- Scroll down to bottom of page and select using the calendar which date/time you wish to book onto (Note dates each month are in bold where CPD is offered)
- Click on the date and then the time
- Add in your details (you should only need to do this once)
- Add in any special requests
- Click Book

You will then receive an invitation to your Outlook which you will need to open and then follow the instructions to link to your Outlook calendar.

If you have any issues or queries, please do not hesitate to contact the Academic Development team LTE@tees.ac.uk

