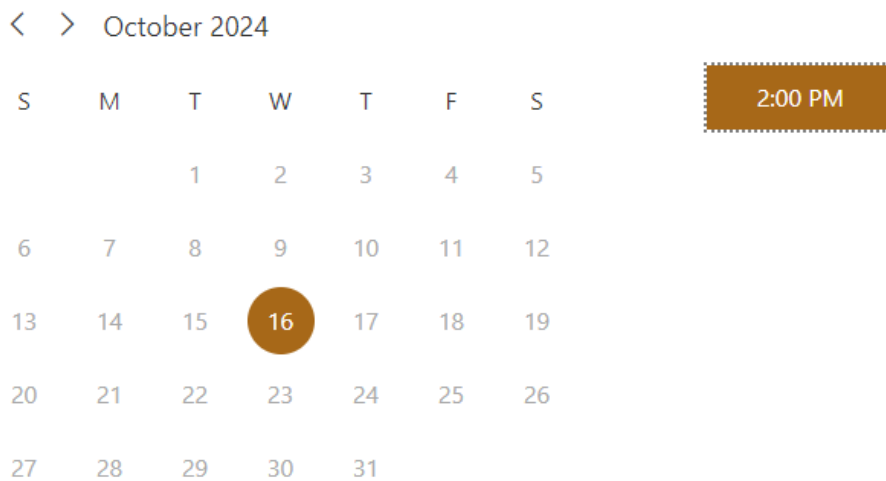


Microsoft Bookings Guidance

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 as shown below - both will select gold



- Add in your details (you should only need to do this once)
- Add in any special requests
- Click Book and the message below will pop up

Thank you for booking with us!

You will get a confirmation message in email shortly



OK

- Click ok
- You will then receive a confirmation email in which the scheduler should have gone straight into your Outlook diary. If this has not happened, please follow the instructions in the email.

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

