



HOW TO BOOK AN APPOINTMENT WITH MICROSOFT BOOKINGS

Step-by-Step Guide to Scheduling Your Appointment Online

APPOINTMENT BOOKING IN MICROSOFT BOOKINGS

Step	Action
1	Go to the Microsoft Bookings link provided.
2	Choose the service or appointment type you need from the available options.
3	Select your preferred date and time from the booking calendar.
4	Enter your name and email .
5	Click Book or Submit to finalize your appointment. You'll receive a confirmation email.

QUICK TIPS

- Dates are slightly bolded to indicate an offering.
- Ensure your email address is provided to receive the email invite and confirmation.
- Double-check your selected date and time before confirming.
- Keep an eye on your email for a confirmation and any reschedule/cancellation instructions.
- Contact HR-training@acadiau.ca if you encounter any issues with booking Dayforce training.