

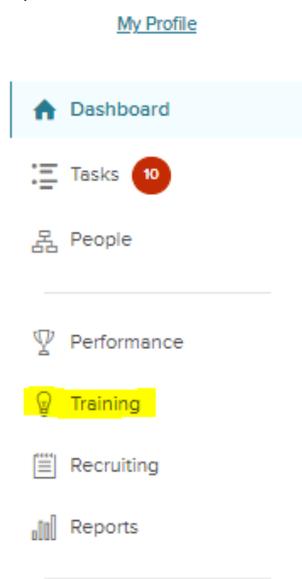
Yavapai College Scheduling Software

All full-time employees can utilize the Microsoft Bookings scheduling software through Office 365. Please contact the Help Desk at helpdesk@yc.edu to request access for part-time and student employees.

Microsoft Bookings requires some setup before you can get started. Please complete the training in NEOGOV prior to getting started.

You can enroll in the training using these steps:

- 1.) Login to myYC portal
- 2.) Click on Employee → My Learn
- 3.) On the left side menu, click on "Training"



- 4.) Click on the "Course Catalog" tab

Training

Overview

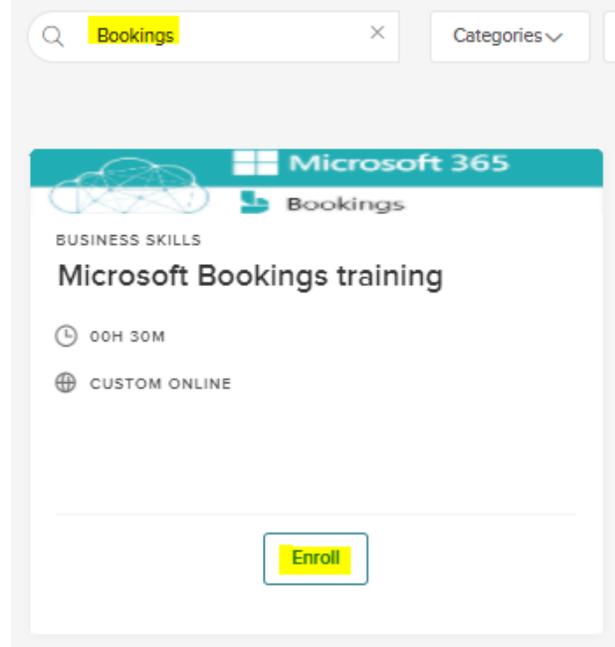
My Courses

Course Catalog

Training Activity Report



5.) Use the search field to search for "Bookings" and click the Enroll button.



This tutorial includes a video overview about how to activate the Bookings software within the Office 365 portal tile. Also included are instructions on how to set up a recurring Zoom link for Zoom Bookings service types and general safe Zoom practices.

