

How to Book an Appointment in Microsoft Bookings.

1. Follow the link for the College Service you are booking an appointment for.
2. Choose the type of appointment that you would like.

Samples

The screenshot displays the Microsoft Bookings interface for the Office for Students with Disabilities at Anoka-Ramsey Community College. The header is blue with the college logo and the text "Office for Students with Disabilities". Below the header, the section is titled "ZOOM (web) Consult". A list of appointment types is shown in a grid format. The first item, "ZOOM (web) Consult 30 minutes", is highlighted in blue and has an arrow pointing to it from the right. Other items include "Zoom (web) Intake Meeting 1 hour", "Zoom (web) Update Accommodations... 30 minutes", "Phone Consultation 1 hour", "Phone Intake Meeting 1 hour", and "Phone Update Accommodations Meet... 1 hour". Each item has an information icon (i) to its right.

ZOOM (web) Consult	
ZOOM (web) Consult 30 minutes	Phone Consultation 1 hour
Zoom (web) Intake Meeting 1 hour	Phone Intake Meeting 1 hour
Zoom (web) Update Accommodations... 30 minutes	Phone Update Accommodations Meet... 1 hour



Anoka-Ramsey Tutoring Services

Accuplacer Math Prep 1-on-1 Tutoring Appointment

Accuplacer Math Prep 1-on-1 Tutoring ... 50 minutes	<i>i</i>	BUS All other Business classes not liste... 50 minutes Free	<i>i</i>
BUS 1112 Computer Concepts & Applic... 50 minutes Free	<i>i</i>	BUS 1108 Business Math 50 minutes Free	<i>i</i>
BUS 2126 & 2233 Managerial & Intern... 50 minutes Free	<i>i</i>	BUS 2125 - Financial Accounting 50 minutes Free	<i>i</i>
CHEM 1020 1-on-1 Tutoring Appointm... 50 minutes	<i>i</i>	CHEM 1050 1-on-1 Tutoring Appointm... 50 minutes	<i>i</i>

3. Choose the Day and time that you would like to book your meeting.

April 02

< > April 2020

Su	Mo	Tu	We	Th	Fr	Sa	8:30 am	9:00 am	9:30 am
			1	2	3	4	11:00 am	11:30 am	12:00 pm
5	6	7	8	9	10	11	12:30 pm	2:00 pm	2:30 pm
12	13	14	15	16	17	18	3:00 pm	3:30 pm	
19	20	21	22	23	24	25			
26	27	28	29	30					

i All times are in (UTC-06:00) Central Time (US & Canada) ▾

4. Add your details

Add your details

Name	Please let us know if you have any special requests. Thank you.
Email	
Phone number (optional)	
Address (optional)	

Notes (optional)

[Book](#)

Some services may ask for additional details.

Provide additional information

Anoka-Ramsey Email Address

The campus your course is assigned to

--select an option-- ▼

StarID

Instructor Name

In order to ensure our services are accessible, students are limited to two appointments per week per subject and one appointment per subject per day. Appointments can be scheduled for up to two weeks in advance. Please reschedule your appointment if you are unable to keep it at least 4 hours in advance of the appointment.

[Book](#) ←

5. Click on Book

6. You will receive an email confirming your appointment. Within the email a link will be provided to join the Zoom Meeting.



Confirmed booking for
Suzanne Parks

MATH 0100 1-on-1 Tutor Appointment with
Joan Weimholt



Thursday, April 2, 2020
10:00 AM - 10:50 AM
(UTC-06:00) Central Time (US & Canada)



minnstate.zoom.us

Additional Information

Please come prepared, bring your homework, and any course material with you to your appointment.

Log in to minnstate.zoom.us with your StarID

Please come prepared, bring your homework, and any course material with you to your appointment.

Log in to minnstate.zoom.us with your StarID

At the scheduled time of your appointment, select the meeting below to join the Zoom Meeting with the scheduled tutor. You may be sent to a Zoom "Waiting Room" if you join before the scheduled time. Wait patiently and the tutor will meet with you when they are ready.

Tutor Name	Meeting Link	Meeting ID
Brian Larson	https://minnstate.zoom.us/my/brianlarson	623 168 8270
Joan Weimholt	https://minnstate.zoom.us/j/605641785	605 641 785
Kari Anderson	https://minnstate.zoom.us/j/987889729	987 889 729
Mark Mueller	https://minnstate.zoom.us/j/5033959120	503 395 9120
Nelah Anand	https://minnstate.zoom.us/j/7634331378	763 433 1378
Stuart Roe	https://minnstate.zoom.us/my/stuart.roe	763 422 6108

7. If you need to cancel or reschedule your meeting follow the Manage Your Meeting Link within the confirmation email to return to the Bookings scheduling website.

Manage booking



Anoka-Ramsey Tutoring Services

Upcoming booking for
Suzanne Parks

MATH 0100 1-on-1 Tutor Appointment



Thursday, April 02, 2020
10:00 am (50 minutes)



minnstate.zoom.us



Joan Weimholt

Reschedule

Cancel booking

New booking

ⓘ All times are in (UTC-06:00) Central Time (US & Canada)