



[Knowledgebase](#) > [Software](#) > [Microsoft Bookings: Add staff to Bookings](#)

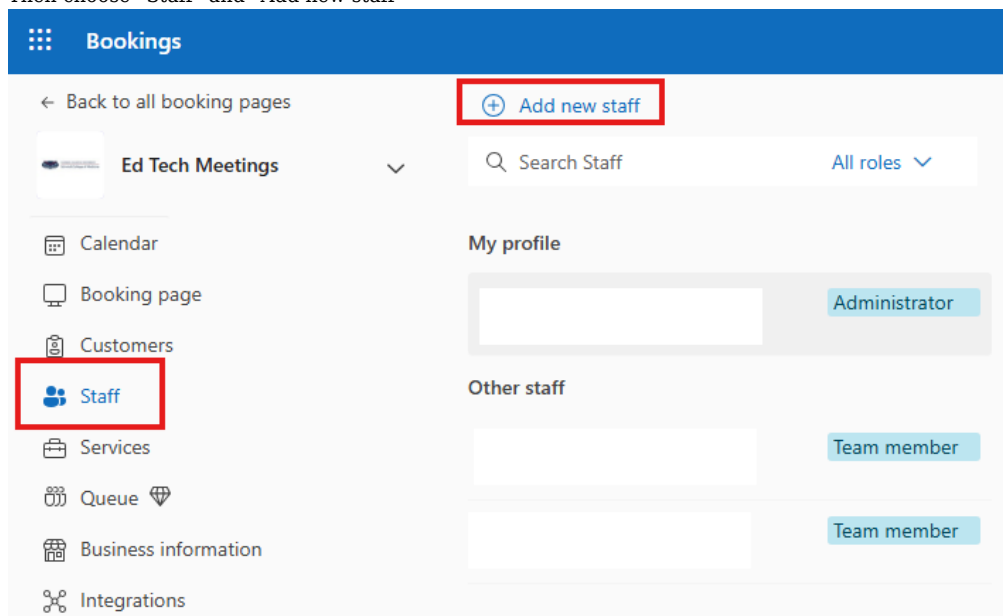
## Microsoft Bookings: Add staff to Bookings

Ankit Shah - 2025-09-18 - [Software](#)

### Add staff to Bookings

#### Steps:

1. [Outlook.office.com/bookings](https://outlook.office.com/bookings) and sign in with your FAU credentials
2. Select your bookings page
3. Then choose "Staff" and "Add new staff"



4. Search for staff
5. Calendar availability:
  1. For staff that want to show their availability, check the box for "Events on Office calendar affect availability"
  2. For staff that do **NOT** want to show their availability, uncheck "Events on Office calendar affect availability" and toggle off "Use business hours"
    1. They will still be notified and added to the booking

## Add staff

Search for people or groups

Initials Yellow light

Email Phone number

**Team member**  
Team members can manage their availability as well as bookings assigned to them. When adding or editing a booking, they'll be assigned as a staff.

☒ Notify the staff member via email when a booking assigned to them is created or changed

**Availability**  
Setup availability and meeting hours for the staff member. [Learn more](#)

☐ Events on Office calendar affect availability  
Please note, personal calendar availability will not be accounted for in multi-day services.

☒ Use business hours  
Turn off business hours to edit availability

Day	Start Time	End Time	Actions
Monday	8:00 AM	5:00 PM	[Trash] [Add]
Tuesday	8:00 AM	5:00 PM	[Trash] [Add]

[Discard](#) [Save changes](#)

6. Click "Save changes"
7. Select "Services" then "Edit Service"
8. Under "Assign Staff" add new staff members and ensure "Assign all of your selected staff for an appointment"

← Back to all booking pages ➕ Add new service

Ed Tech Meetings Search

- Calendar
- Booking page
- Customers
- Staff
- Services**
- Queue
- Business information
- Integrations

**Edit service**

- Basic details
- Availability options
- Custom fields
- Notifications

**Assign staff to the service**

☐ Assign any of your selected staff for an appointment.

☒ Assign all of your selected staff for an appointment.

☐ Allow customers to see the names of the staff

**Select Staff**  
Search for a staff member

**Assigned staff group**

9. Click "Save changes"
10. New staff should receive an email from Bookings that they have been added and will receive email confirmations for new bookings. These will also be added to their calendars.

## Important Notes:

- Regularly update your Outlook calendar to reflect your availability
- Staff member roles: Team member, Scheduler, Viewer, or Guest.
  - **Team member** can manage bookings on their own calendar and their availability in the booking mailbox. When adding or editing a booking in their calendar, they'll be assigned as staff.
  - **Scheduler** can manage bookings on the calendar and customer details. They have read-only access to settings, staff, and services.
  - **Viewer** can see all the bookings on the calendar, but they can't modify or delete them. They have read-only access to settings.
  - **Guest** can be assigned to bookings, but they can't open the booking mailbox.

- Tags
- [Booking](#)
- [Calendar](#)
- [Microsoft](#)