

Microsoft Bookings Instructions

- Click on the following link:

<https://outlook.office365.com/owa/calendar/BirchwoodCottages1905Building@birchwoodcottagesmn.com/bookings/>

- Select appropriate Service option (Appointments not required but may be booked in advance to give staff a heads up):
 - Window Visit
 - Phone Calls
 - Indoor Visitation Room
 - Resident Room Visits
 - Compassionate Care Visits
 - Essential Caregiver Visits
 - Zoom Meeting-video chat; a Meeting ID and Passcode will be provided in an email by Birchwood once booked
 - Google Duo-video chat for Android users
 - FaceTime-video chat for Apple users
- Input your name and email address (phone number and address are not necessary)
- List any comments or accommodations requested in the comment box
- Choose the date you are looking to book an appointment
- Available times will appear for that date-click on the time you wish to reserve
- Assign a staff member **(This part has changed as of 6/4/21)**
 - North Building Visits – Outdoor Visits, Drives, Window Visits, Phone Calls, Zoom Meetings, Google Duo's, FaceTime's, Compassionate Care and Essential Caregiver Visits, Resident Room Visits
 - North Indoor Visit – Indoor Visitation room only
 - South Building Visits – all South building visits
- Click 'Save'
- You will receive a confirmation email shortly after; please make sure that the service, date and time match your wishes
- We will see you at your booked appointment!