

How to create an appointment in Microsoft Bookings

Navigate to the Math Matters Virtual Office calendar by following [this link](#).

UTSA
Math Matters
Student Success
Center

Virtual Office - Math Matters

STEP 1
Select the type of meeting you wish to schedule. In this image, there is only one type of meeting available, "Meeting with Program Coordinator."

Meeting with Program Coordinator ⓘ
30 minutes
Free

September 25, 12:00 pm

STEP 2
Select the date, time, and staff for your appointment. You may select a specific staff member or choose "anyone" to see all available meeting times.

< > September 2020

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

Select staff (optional)
👤 Anyone

9:00 am	9:30 am	10:00 am
10:30 am	11:00 am	11:30 am
12:00 pm	12:30 pm	1:00 pm
1:30 pm	2:00 pm	2:30 pm
3:00 pm	3:30 pm	4:00 pm
4:30 pm		

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

STEP 3

Tell us about yourself. Please give us your name, preferred email, and a brief description of what we can help you with.

Add your details

Name

Email

Phone number (optional)

Address (optional)

Please let us know if you have any special requirements.
Thank you.

Notes (optional)

Book

You're all set! We look forward to seeing you soon.



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