






Application	Purpose and Integration	Features
<p><b>Microsoft Bookings</b></p> 	<p><b>Purpose:</b> Microsoft Bookings lets you <b>track, manage,</b> and <b>organize your appointments</b> and <b>calendars</b> all in one place. Why not use Bookings to create: On-line or In-Person meetings, Tutoring or Training!</p> <p>Once you set up your Bookings calendar, you share this bookings link with others or add it to a website for them to book time with you or other staff from the department.</p> <p><b>Integrates with:</b> Microsoft Outlook and Teams</p>	<ul style="list-style-type: none"> <li>• Customers can book with you or staff members 24/7 for different services like: In-person and virtual meetings (add your Webex link)</li> <li>• Request specific information at time of booking by creating questions or adding specific instructions.</li> <li>• After the booking, a notification can be sent.</li> <li>• Manage your calendar from anywhere using mobile app</li> </ul>
<p><b>Microsoft Forms</b></p> 	<p><b>Purpose:</b> Microsoft Forms are used to create <b>surveys</b> (Surveys for RPI constituents need to abide by the Survey Request Procedure), <b>quizzes</b> and <b>polls</b>.</p> <p><b>Integrates with:</b> Microsoft Outlook, PowerPoint, and Teams</p>	<ul style="list-style-type: none"> <li>• Invite others to respond to your form using any web browser or mobile device.</li> <li>• Easily see results as you receive responses.</li> <li>• Forms sharing – After forms are created you can share them with others in your organization using a URL and external customers to collect data.</li> <li>• Save time by copying forms from an existing one you created as a template and export data to Excel.</li> </ul>
<p><b>Microsoft Planner</b></p> 	<p><b>Purpose:</b> Microsoft Planner is a web planning app used to visually assist teams on managing and tracking progress <b>on simple projects</b> (plans). Planner <b>assigns tasks, shares information,</b> and <b>collaborates</b> with the plan's members. Small charts.</p> <p><b>Integrates with:</b> Microsoft Excel, OneDrive, OneNote, Outlook, and Teams</p>	<ul style="list-style-type: none"> <li>• Email notifications are sent to help the team members keep track of their tasks.</li> <li>• The Mobile app can be downloaded to stay connected when on the go.</li> <li>• Project name, summary, objective, define team members, key outcomes, due dates, milestones, reference material and training.</li> </ul>
<p><b>Microsoft Teams</b></p> 	<p><b>Purpose:</b> Microsoft Teams is an all-in-one workspace with real-time collaboration tool that helps your team stay organized with conversations, meetings, and file sharing.</p> <p><b>Integrates with:</b> Microsoft Bookings, Forms, Planner</p>	<ul style="list-style-type: none"> <li>• Activity and Chat</li> <li>• Sharing Files</li> <li>• Uses apps for real-time Collaboration.</li> <li>• Mobile App</li> </ul>
<p><b>Microsoft OneNote</b></p> 	<p><b>Purpose:</b> Microsoft OneNote is a digital note-taking app that can be used for ideas, research and project planning saved in notebooks that can be shared. Images, files, diagrams, audio, and videos can be added to these notebooks, and everything is automatically saved in the cloud using OneDrive.</p> <p><b>Integrates with:</b> Microsoft Excel, Planner, OneDrive, and Teams</p>	<ul style="list-style-type: none"> <li>• Organize your data in a Notebook</li> <li>• Pre-designed template layout</li> <li>• Text Search across notebooks</li> <li>• Record your notes into the Notebook</li> <li>• Format Math equations</li> <li>• Add images, files, and video clips</li> <li>• Notebook saves automatically</li> </ul>