

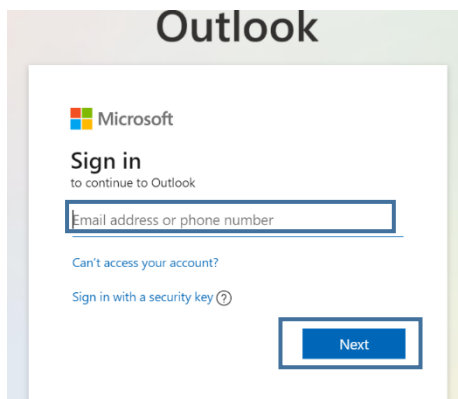
## How to Book Asymptomatic Testing appointment.

Click on the booking link below:

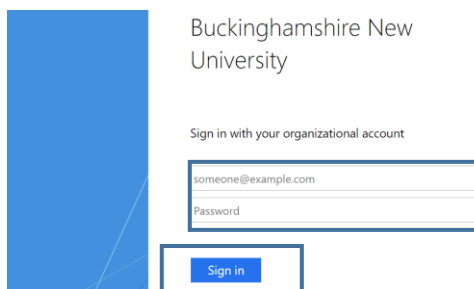
<https://outlook.office365.com/owa/calendar/ASymTesting@bucksnewuniversity.onmicrosoft.com/bookings/>

Login in with your Bucks email address and normal IT password. i.e.  
Student: [studentid@bucks.ac.uk](mailto:studentid@bucks.ac.uk) or if Staff: [First.lastname@bucks.ac.uk](mailto:First.lastname@bucks.ac.uk).

Then Click next.



This will then direct you to the Microsoft login page as shown below. Login with the Bucks email address and your normal IT password as shown above.



You will be presented with the Asymptomatic Testing booking page. To book an available slot, please follow the instructions below:

- 1. Select date:** Click and highlight the date of the appointment you would like to book for on the calendar.
- 2. Select time:** Click and highlight the available timeslot you wish to book for your appointment.

The screenshot shows the booking interface for Bucks New University. At the top, there is a blue header with the university logo and the title "Asymptomatic Testing - Bucks New University". Below this, a dark blue box displays "High Wycombe" and "20 minutes" with an information icon. The main content area shows a calendar for "30 November, 12:30". The calendar grid for November 2020 is visible, with the date "30" highlighted in a blue circle and an arrow labeled "1" pointing to it. To the right of the calendar, a list of time slots is shown: 10:00, 10:30, 11:00, 11:30, 12:00, 12:30, 13:00, 13:30, 14:00, 14:30, 15:00, 15:30, 16:00, and 16:30. The 12:30 slot is highlighted in a dark blue box, with an arrow labeled "2" pointing to it. At the bottom, a note states "All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London".

3. **Add your details:** Complete the fields requesting your Full Name and Bucks email address. i.e. Student: [Studentid@bucks.ac.uk](mailto:Studentid@bucks.ac.uk) or if Staff: [Firstname.lastname@bucks.ac.uk](mailto:Firstname.lastname@bucks.ac.uk).

**Note: It is important to use your Bucks Email address in order to receive the email confirmation of your booking.**

4. **Notes:** This is optional if there are any special requests.

5. Click the **'Book'** button to submit your booking request. You will receive a confirmation email to confirm your booking and provide useful information for your appointment.

The image shows a web form titled "Add your details". On the left side, there are four input fields: "Name", "Email", "Phone number (optional)", and "Address (optional)". On the right side, there is a text area labeled "Notes (optional)" with the text "Please let us know if you have any special requests. Thank you." above it. At the bottom center, there is a blue button labeled "Book". Three blue circles with numbers 3, 4, and 5 are connected to the form by arrows. Circle 3 points to the "Name" field, circle 4 points to the "Notes (optional)" text area, and circle 5 points to the "Book" button.