

Microsoft Bookings – step-by-step ‘Guest’ booking

Microsoft Bookings (MS Bookings), allows you to make an appointment either as a guest, or with a linked Microsoft account.

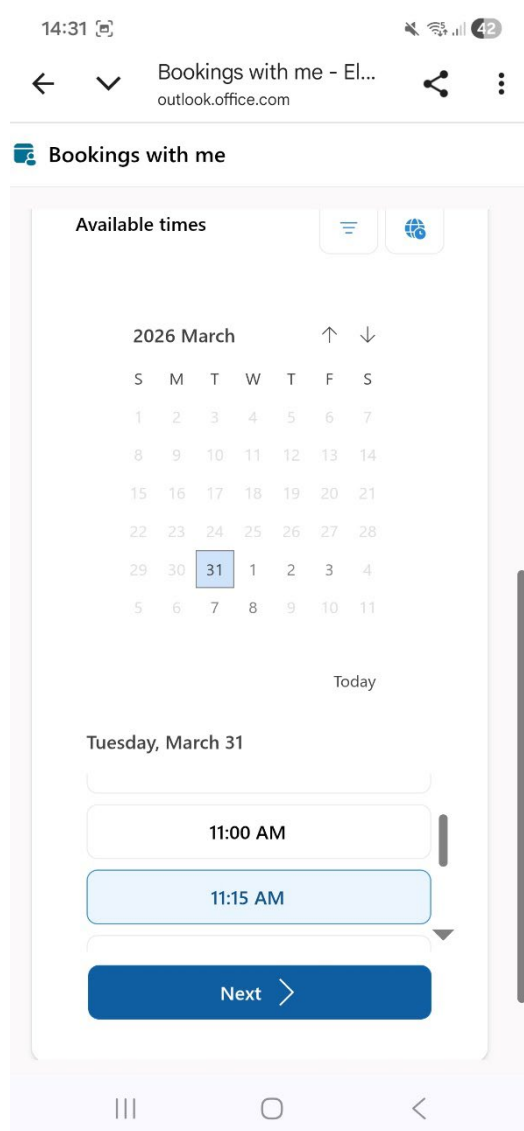
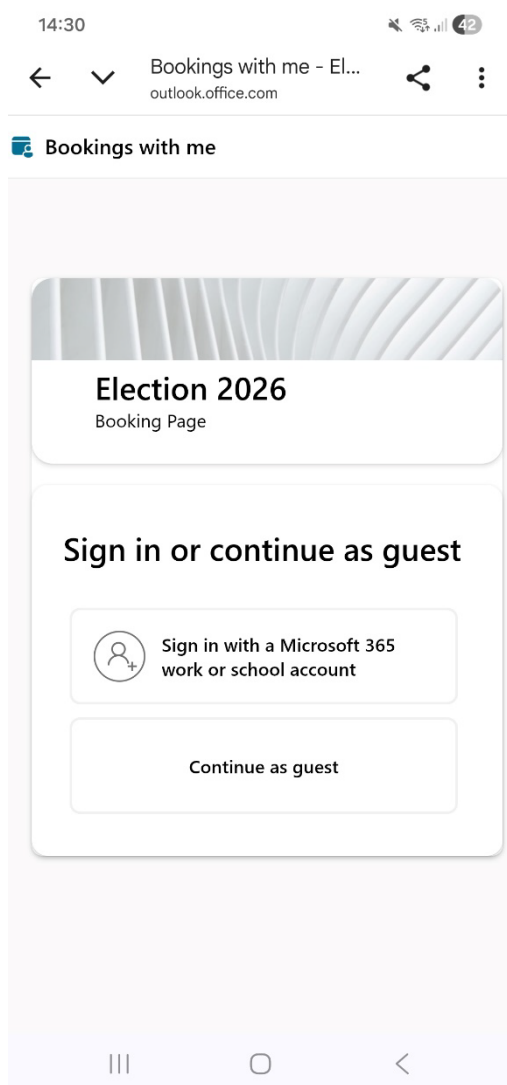
If you don't have a Microsoft account and need to use the guest option, you will need to verify the email address you are using to book the appointment. The following steps take you through the guest verification process.

1. Select the type of appointment you are booking – District or Parish

Book a District nomination appointment

Book a parish nomination appointment

2. Select ‘continue as guest’



3. Select the relevant date and timeslot, then click ‘next’

4. Complete the details in the boxes as requested. Please use the 'notes' box to provide the name of the Parish Council or District Ward you are standing in, and a contact telephone number. Then click 'email verification code'

20:08 34

Bookings with me - El...
outlook.office.com

Bookings with me

Available times

Book Parish Nomination
Paper appointment - May
2026 Elections
Tue 2026-03-31 10:15 AM - 10:30 AM
(UTC+00:00) Dublin, Edinburgh, Lisbon,
London

Name *

Emma Faulkner

Email *

Election2026@cherwell-dc.gov.uk

Notes

*Please use this box to specify which Parish
you are standing for*

Email verification code

Next >

5. Enter the verification code when it arrives, then click 'schedule'

10:58 92

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Bookings with me

2026 March

Book Parish Nomination
Paper appointment - May
2026 Elections
Tue 2026-03-31 11:15 AM - 11:30 AM
(UTC+00:00) Dublin, Edinburgh, Lisbon,
London

Verify your email: E...com

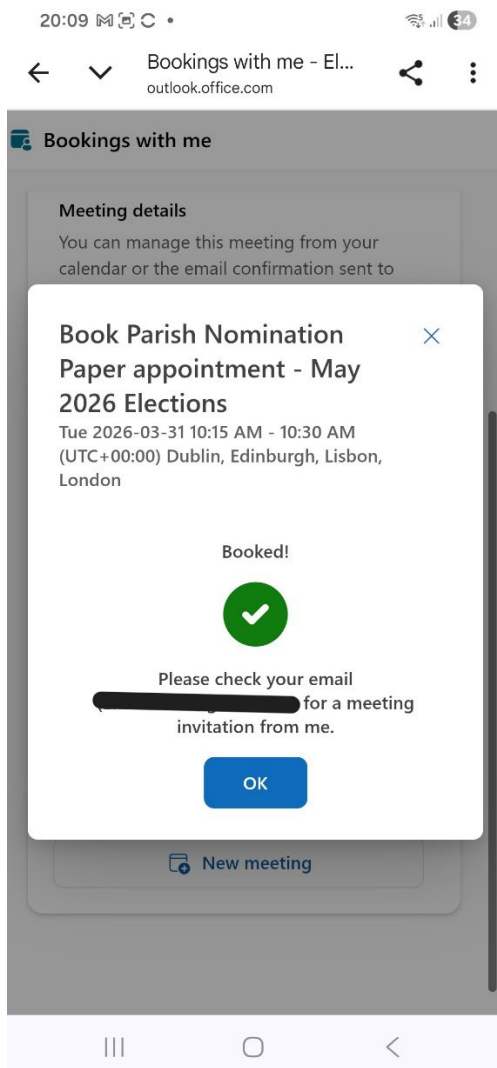
Please enter the verification code that has
been sent to your email address.

Schedule

Resend code

Go back

6. You will get an onscreen confirmation of the appointment that has been booked



7. You will also receive a confirmation email, that includes a link to reschedule the appointment if necessary – 'manage meeting' link

