1. Ensure you are logged into your profile

Sign into the site and ensure you use the correct details to authenticate your account (Microsoft ID, Twitter, Facebook etc)
2. Navigate to your profile

Select profile from the drop down menu
3. Access your availability setting

From your profile page, you’ll see the ‘Connect with me’ area on the left and an option to update your availability – click on this.
4. Edit your availability settings using the in-built calendar

Select the day you want to add availability for.
You can then select whether you want to set availability just for this day or for a recurring weekly availability
e.g. I only want to set availability for Wednesday 17th February or I want to set for every Wednesday
Note: You can currently set your availability up to 3 months in advance.

Here, availability is being set just for 17th February
4. Edit your availability settings using the in-built calendar

Here availability is about to be added for 2-4pm every Thursday:

It will show ‘not available’ until you hit ‘Add availability’
4. Edit your availability settings using the in-built calendar

Here availability has been added for 2-4pm every Thursday:

Days with any available sessions will show up as green to people looking to book in a lesson with you.

You can remove individual hourly slots or you can remove a recurring weekly availability as you need to using these 2 buttons.
5. If you’re going to be away / unavailable

If you’re going to be away or unavailable for Skype lessons, you can add these dates by selecting the ‘Away’ tab and entering the dates you will be unavailable for. Users will be unable to request any sessions with you on those days. They will show up dark grey once set.

Here the user is unavailable between 23-27th February:
6. Ensure you hit ‘save’ at the bottom of the page!

Make sure you hit save before you leave the page to ensure your availability settings are saved!
How users of the website will see your availability / request times

Users can view your profile if you are an approved guest speaker with a public profile and request a session with you under the ‘Connect with me’ section. They would find your profile under pages showing Guest Speakers such as https://education.microsoft.com/User/Search

If you have a Skype Lesson or Virtual Field Trip, users will see your availability when they go to register for your Lesson- note that they can also propose a new time outside of your availability- you are of course free to decline, but we have found this allows greater potential to connect at a time that suits both you and them. Lessons are visible on: https://education.microsoft.com/FindaLesson
Need more info?

• Let us know if you require any more information / assistance

• If you have any technical queries, or cannot log in, you can reach our technical support team on support@mec.zendesk.com

Your First Skype Lesson?
We’d love to hear how your Skype Lesson went - you can reach Lauren at: a-lag rif@Microsoft.com

Follow me in the Microsoft Educator Community
Thank you!