

SGRPID Area Office Microsoft Bookings Guidance

1. Booking Appointments

- **Accuracy:** please provide accurate and complete information when booking an appointment
- **Scheduling:** you can schedule appointments up to 21 days in advance, but no later than 24 hours before the appointment
- **Confirmation:** you will receive email confirmation once your booking has been made

2. Changes and Cancellations

- **Rescheduling/Cancellations:** you may reschedule/cancel your appointment through Microsoft Bookings up to 24 hours before the scheduled time
- **Changes by Us:** you may need to reschedule or cancel appointments due to unforeseen circumstances. We will notify you as soon as possible in such cases

3. Fees and Payments

- **Payment Terms:** there are no fees to use the SGRPID Area Office Microsoft Bookings pages

4. Contact Us

- If you have any questions or require assistance booking an appointment, please contact your local office using the details at [Contact us](#)