

## SGRPID Stornoway 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 Stornoway Area Office Microsoft Bookings page

### 4. Contact Us

- If you have any questions or require assistance booking an appointment, please contact us at [SGRPID.Stornoway@gov.scot](mailto:SGRPID.Stornoway@gov.scot)