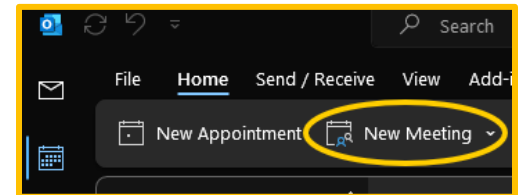


Book a Meeting Room Using Outlook

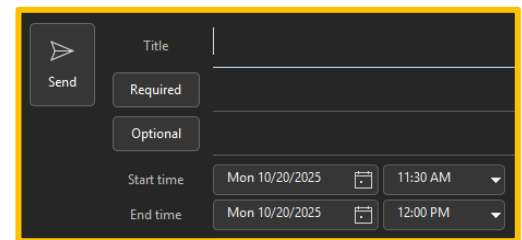
Most meeting rooms at the SCDE can be booked using Outlook.

Only **large event spaces and training rooms** need to submit a service request.

1. Open Outlook and choose “**New Meeting**” in calendars.



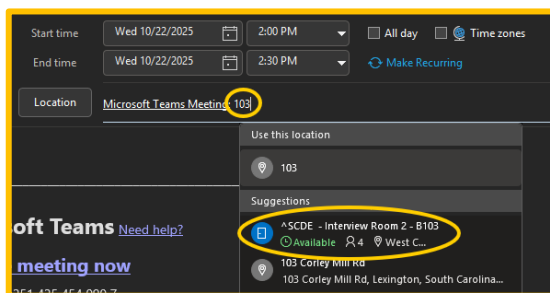
2. Enter the **meeting details**: title, attendees, date, and time.



3. For location, you have two options:

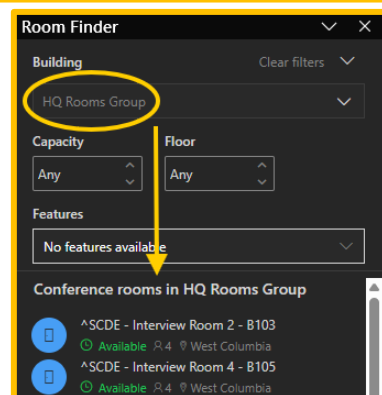
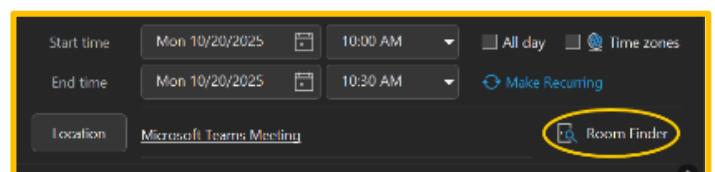
Type the Room Number

If you know the specific room you want, type the room number and it will be displayed in the **suggestions**. If the room shows as **available**, click it to add the location.



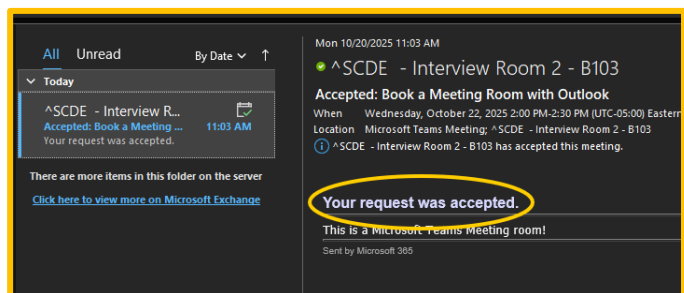
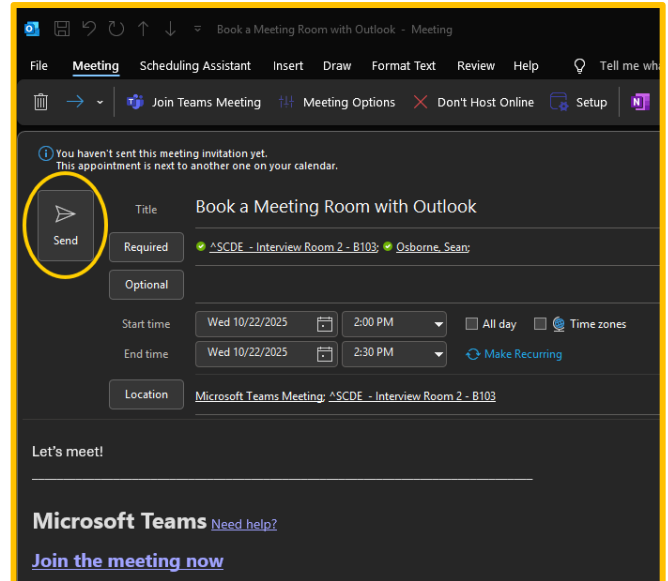
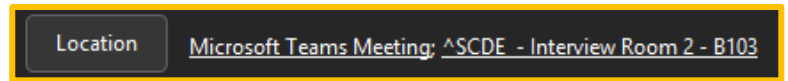
Use the Room Finder

If you don't have a specific room in mind, choose the “Room Finder” option. Filter for **HQ Rooms Group** to see a list of all rooms and their **availability**. You can further filter by capacity and floor if needed. Click a room to add the location.



4. If you have remote attendees, include Microsoft Teams **AND** a physical room in the location

5. **Send** your invitation. You will receive a confirmation email from the room you reserved.



If you need help, submit a ticket at eSupport.ed.sc.gov
