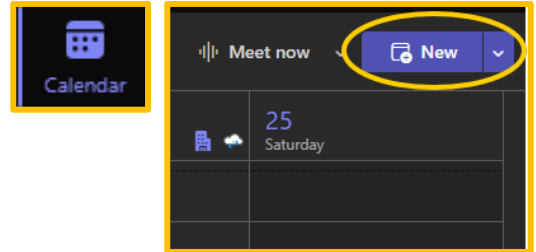


Book a Meeting Room Using Teams

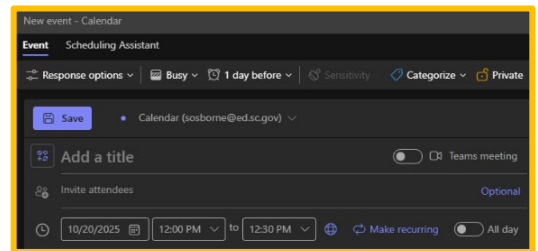
Most meeting rooms at the SCDE can be booked using Teams.

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

1. Open Teams, go to the **Calendar** tab, and choose “**New**” in the ribbon.



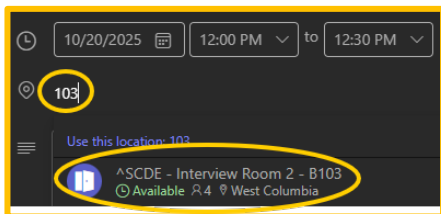
2. Enter the **meeting details**: title, attendees, date, time, and whether there will be a Teams Meeting for remote attendees.



3. For **Location**, you have two options:

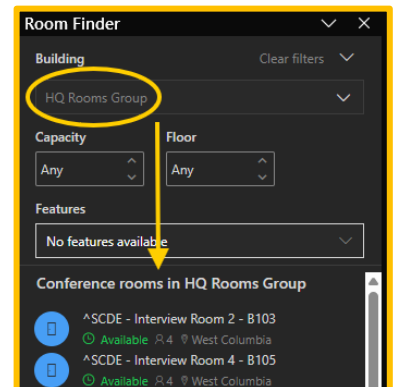
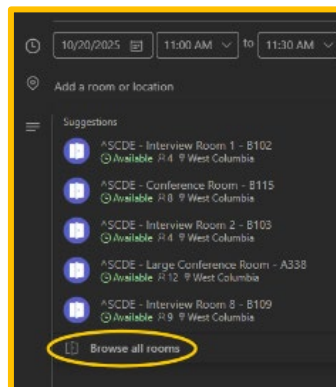
Type the Room Number

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

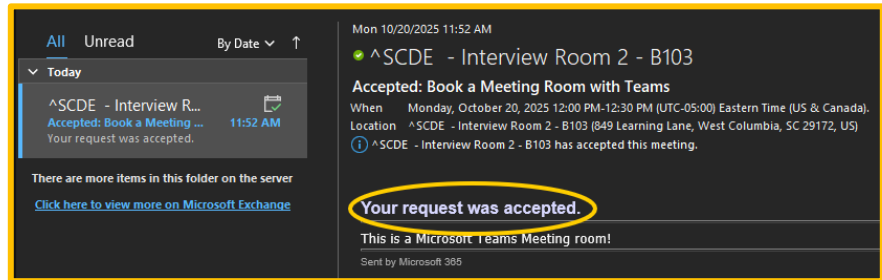
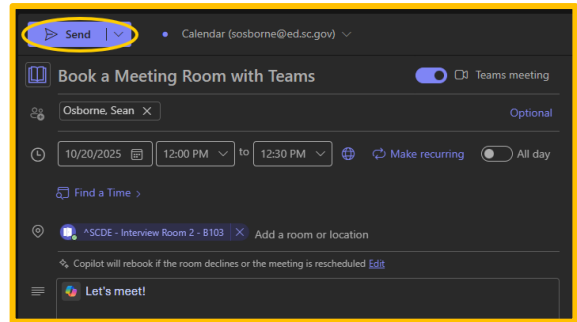


Use the Room Finder

If you don't have a specific room in mind, choose the “Browse All Rooms” 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. **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](https://esupport.ed.sc.gov)
