

Booking a Teams Room

You can book a Teams Room through Outlook as shown in the picture below.

Note: If this concerns an examination with online censorship, one link must be created per examiner. That is, if the examiner changes in a room during the examinations, separate bookings with different meeting links must be created to avoid an examiner accidentally joining a meeting during an ongoing exam.

If the same online examiner is used but with different physical examiners in one specific room, it is not necessary to create multiple bookings.

Please note that Teams Rooms are a limited resource. Therefore, **you must not “pre-book” Teams Rooms**. You should wait to make the booking until your specific need is determined.

The screenshot shows the Outlook Meeting interface with the following steps highlighted by red callout boxes:

- 1: Choose date and time for the exam** - Points to the start and end time selection fields.
- 2: Choose "Room Finder"** - Points to the Room Finder button in the bottom right.
- 3: Choose OD-Rooms-SUN** - Points to the selected building in the Room Finder panel.
- 4: Choose the feature "Teams Rooms"** - Points to the "Select features" section in the Room Finder panel.
- 5: Find an available room in the list** - Points to the list of available conference rooms in the Room Finder panel.
- 6: Check that the meeting is a "Teams meeting"** - Points to the "Meeting Options" button in the top ribbon.
- 7: Invite censor to the meeting, so they get the meeting-link in the invite – Examiner doesn't need the link** - Points to the "Join Teams Meeting" button in the top ribbon.

The meeting details shown are:

- Title: Microsoft Teams meeting
- Join: <https://teams.microsoft.com/meet/33399990165694?p=GT4DnFClqTaNKNTq80>
- Meeting ID: 333 999 901 656 94
- Passcode: UT6HF72Q