With Teem’s Outlook Add-in, you get the benefits of booking meeting space with Teem right from the Outlook calendar tools you know and use. Filter spaces by time, location, seating capacity, and amenities to find and book the right space for the type of work you’re doing. Request meeting services when you book to ensure your meeting goes off without a hitch.
How to Launch & Set Defaults

Once the Teem Outlook Add-in is installed, you can use the add-in to help you find the perfect room for your meetings by filtering rooms by availability, location, capacity, and amenities.

1. Start at your Outlook calendar and create a new event.
2. Click the Teem icon in your toolbar to launch the add-in.
3. The add-in will appear on the right-hand side of the pane. Sign in using your Teem credentials.
4. Once logged in, set your Default Location. These are the Buildings, Floors, and Rooms you most commonly use. Our add-in filters the search results to these spaces by default, but you’ll have the option to expand your search beyond the default location.
How to Book a Room

Once you have launched and set defaults for the Outlook Add-in, you’re ready to book meetings.

1. Access your Outlook calendar and create a new event.
2. Launch the Teem Outlook Add-in by clicking the Teem icon in the toolbar.
3. Teem will display the available resources for the time frame specified in the appointment window.
4. Select the resource that meets your meeting needs, then click Add to Event, and the space’s name will be populated in the location field of your meeting creation screen.

5. If you’d like to utilize additional filters to find spaces that better fit your needs, you can click the filter icon near the top of the pane. This will allow you to adjust your default location (My Office), add a room capacity filter, and also sort by room amenities like an Apple TV or a projector.
How to Add a Meeting Service

Meeting Services allow you to request services for your meeting when using the add-in to book a room and include things like catering or specific tech setup. Admins can also add custom categories for unique service requests that your organization would like to support. The following steps show how to use Meeting Services when booking a meeting with the Teem Outlook Add-in.

1. Access your Outlook calendar and create a new event.
2. Launch the Teem Add-in by clicking the Teem icon in the toolbar.
3. Add attendees and a space to your meeting as you normally would.
4. Then click on the Services tab in the Teem add-in to access the services available for the space selected.
5. Keep in mind that an admin can restrict Meeting Services by location, so not every service may be available for the space you select.
6. Next, click on a service to see more details or add any specific service request instructions.
7. Finally, click Done to add the meeting service to your event.