How To: Schedule a Lactation Room on Outlook Calender

Rational

CSU currently utilizes the Outlook Calender to schedule many of the lactation rooms. This is designed so that nursing parents with work and/or class schedules can locate and reserve a room that fits their routine. Each room should remain unlocked at all times unless in use and no formal key request is required.

Lactation rooms that can be scheduled through Outlook are listed on the Lactation Room webpage: https://www.fm.colostate.edu/lactation_rooms.

Instructions

- 1. To begin scheduling a lactation room, log into your **Outlook Email.**
- 2. When you know what date/time you want to schedule a lactation room, click on the **Calender** tab.



3. To begin scheduling a specific lacation room, navigate to the **Home tab** then click on **New Appoitment**.



4. In the new window, nagivate to the **Appointment** tab then click on **Scheduleing Assistant**.



5. On the scheduling assistant page, click Add Rooms.

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Add Attendees	Options *	Start time	Mon 2/6/2017	a	8:00 AM	-	
Add Rooms		End time	Mon 2/6/2017	a	8:30 AM		

 Scroll down until you see rooms titled "Fac RM Lactation [name of building]" then click on the room(s) you want to check availability for. Once you have selected the room(s) you want to view click "Rooms ->" and then select OK.

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Name	Location	Business Phone	Capacity	Desc
Fac RM GSB-303 Large Confer	e		0	Room
Fac RM GSB-305 Conference R	lo		0	Room
Fac RM Lactation CS 437			0	Room
Fac RM Lactation GSB 313			0	Room
Fac RM Lactation JH219			0	Room
Fac RM Lactation PTH 105A			0	Roon
Fac RM Lactation VTH 202			0	Roon
Fac RM Lactation VTH A124A			0	Roon
Fac RM Lactation VTH A124B			0	Room
Fac RM Lactation VTH B205			0	Roon
Fac RM Lactation Walnut 1244				Roon
Fac RM Middle Conference Ro	om		0	
Fac RM Visitors Center			0	Roon
Fac RM: Large Conference Roo	om		0	
Fac Shared AHS Phone				Room
Fac Venue Aerobics			0	Roon
			0	n

7. Scroll through the calender and highlight the time and date you would like to schedule a room.

8. Under the **Room Finder** tab and "**Choose from an available room**:" section, select the room you would like to schedule.



9. Once you have selected a time/room number and are ready to submit your request, click **Send** and **Send Anyway**.

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	Connor Kelly															
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	Fac RM Lactation	Walnut 124														
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10. You should receive a confirmation email within a few minutes stating if your request was accepted or denied.