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.
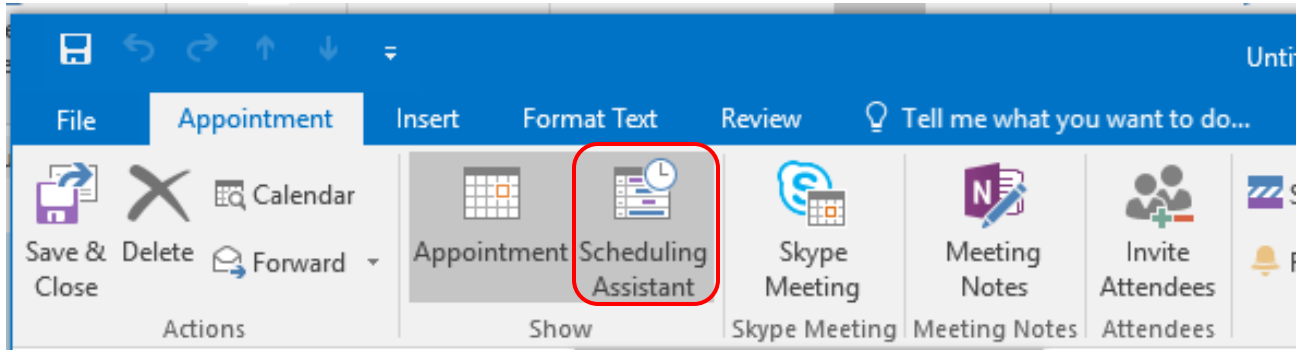
Instructions

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.
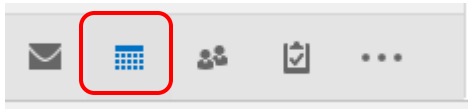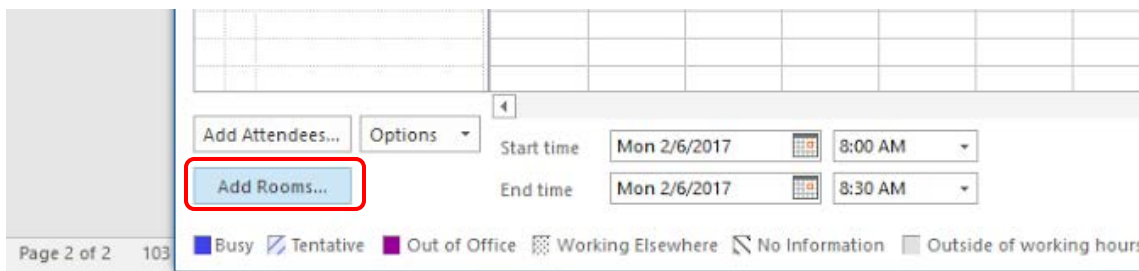

3. To begin scheduling a specific lacation room, navigate to the **Home tab** then click on **New Appoitment**.
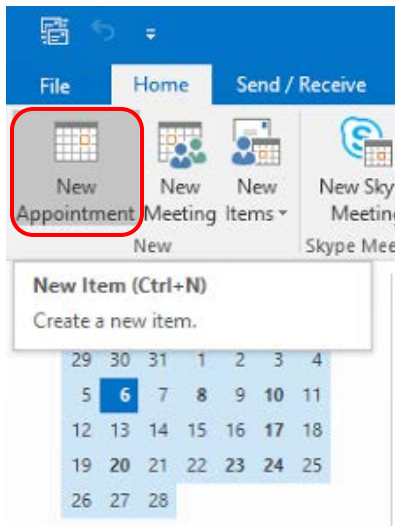
4. In the new window, nagivate to the **Appointment** tab then click on **Scheduleing Assistant**.

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

6. 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**.
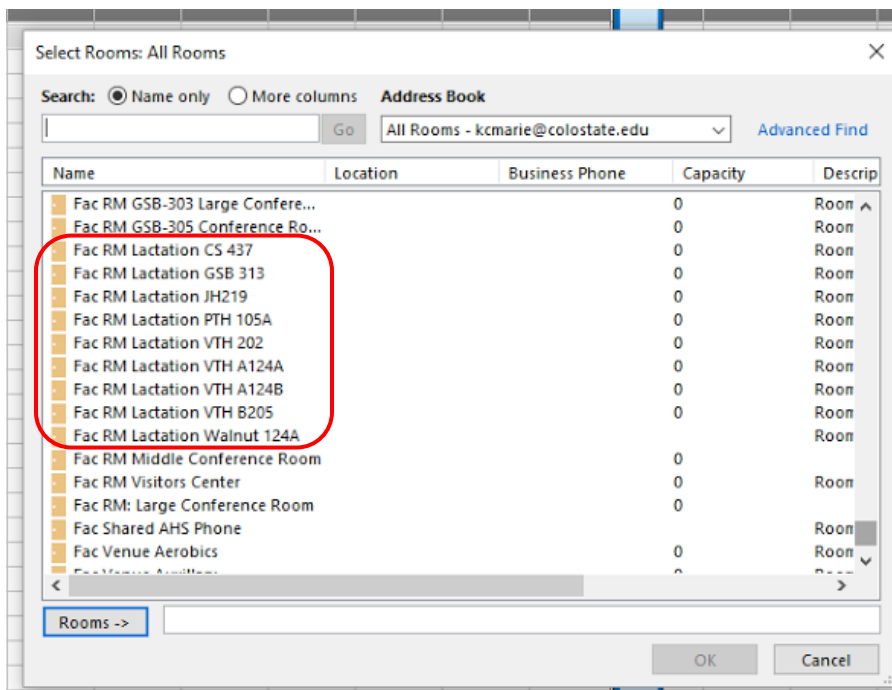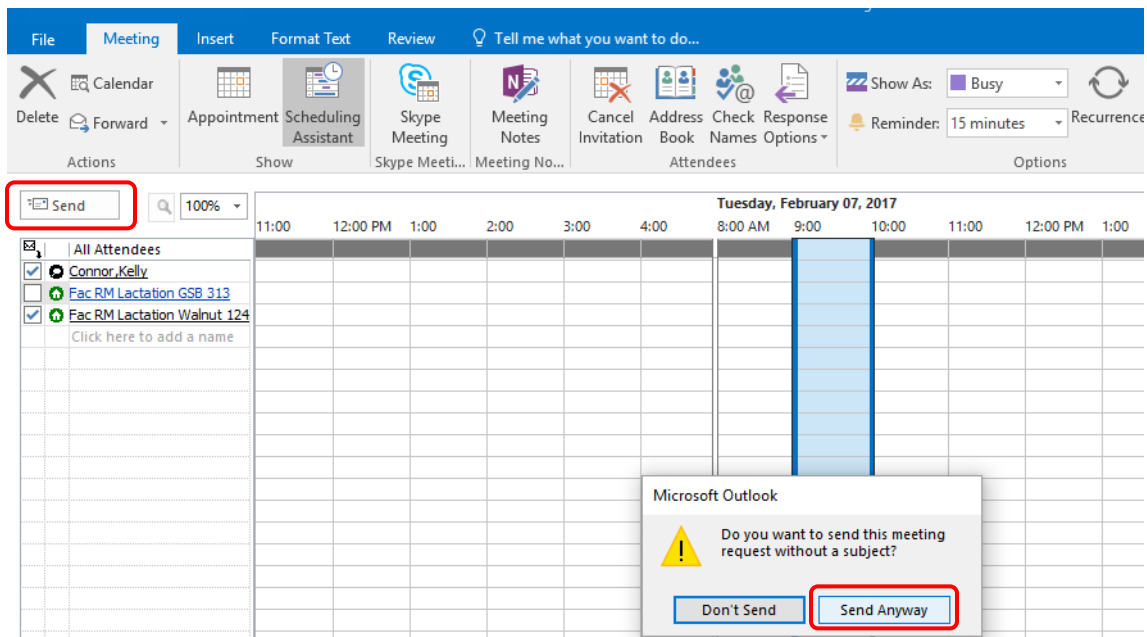

7. Scroll through the calender and highlight the time and date you would like to schedule a room.

8. Under the **Room Finder** tab and "**Choose from an available room**:" section, select the room you would like to schedule.
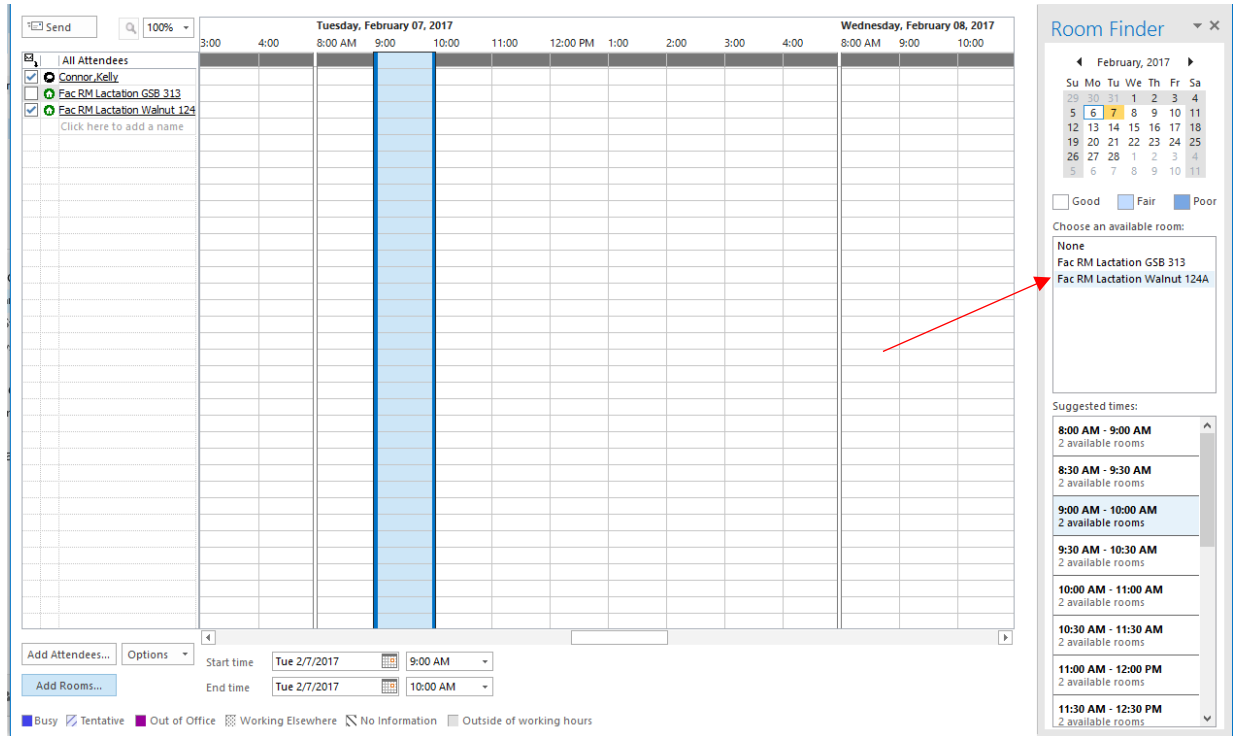
9. Once you have selected a time/room number and are ready to submit your request, click **Send** and **Send Anyway**.

10. You should receive a confirmation email within a few minutes stating if your request was accepted or denied.