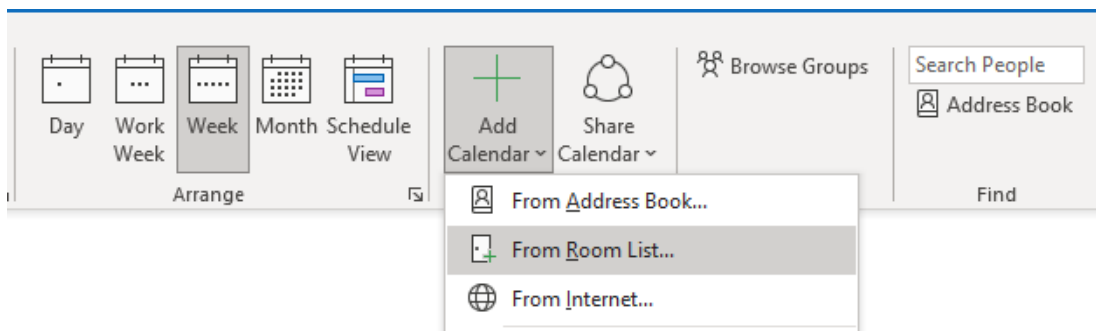


Lactation Rooms Calendar Guide

Adding Rooms to Outlook Calendar

In the Outlook Calendar Tab, click "Add Calendar" and select "From Room List..."



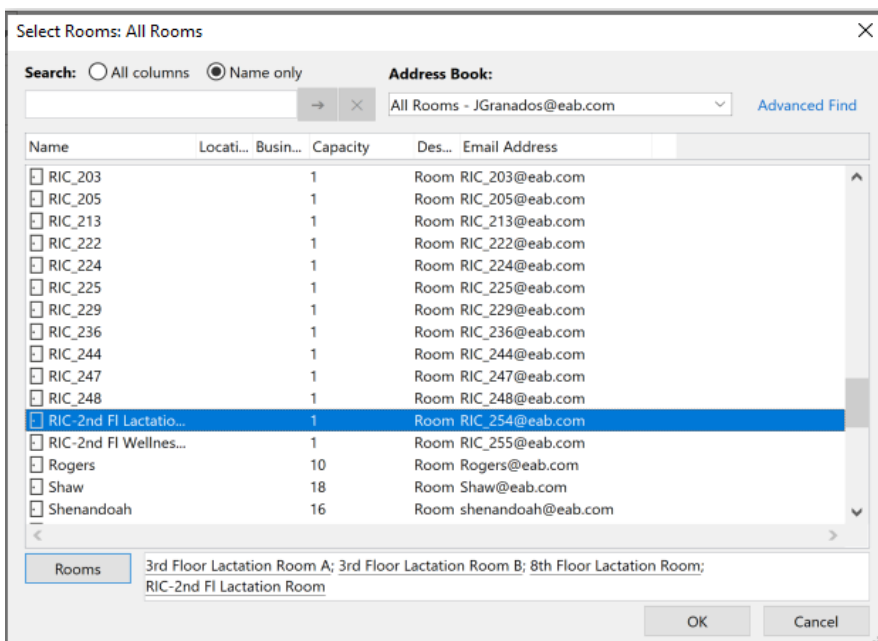
Scroll down and select the room(s) you want based on the location.

DC - "3rd Floor Lactation Room A/B, 8th Floor Lactation Room"

Richmond - "RIC - 2nd Fl Lactation Room"

Bloomington - "HD - Rainy Lake Team Room"

Click on "Select" to bring them to the queue; then click "OK".

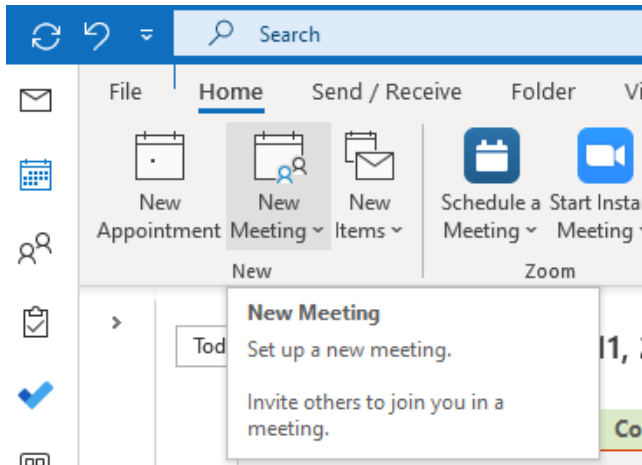


These rooms will show up on the Left side bar in Outlook Calendar.

When you are done using the rooms, right-click and choose "Delete Calendar" to remove them.

Reserving Rooms in Outlook

In the Calendar tab, choose "New Meeting"



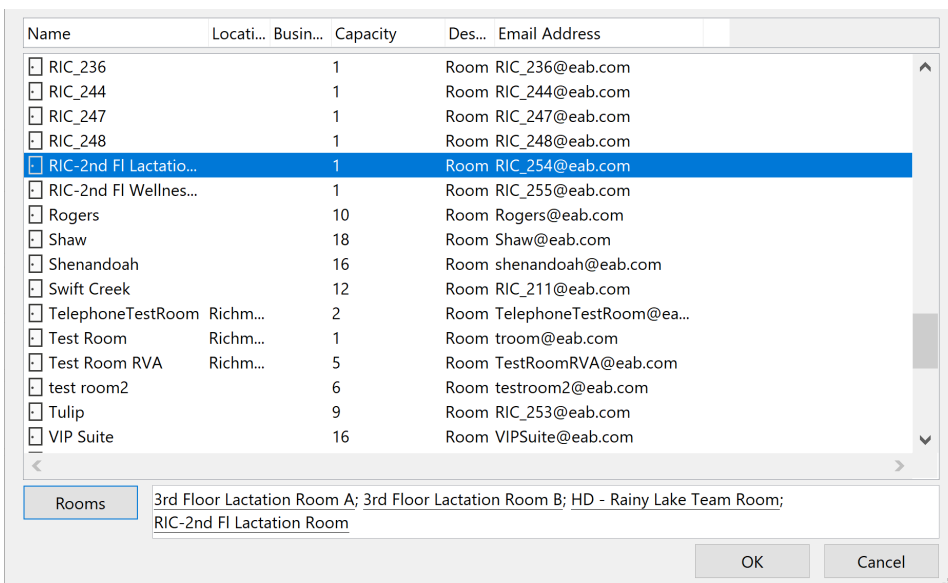
Click on the "Location" button on the left side




The Rooms will appear as below:

Name	Locati...	Busin...	Capacity	Des...	Email Address
<input checked="" type="checkbox"/> 3rd Floor Lactation ...			1	Room DCLacRoom3A@eab.com	
<input checked="" type="checkbox"/> 3rd Floor Lactation ...			1	Room DCLacRoom3B@eab.com	
<input type="checkbox"/> 4th Floor Common ...			24	Room 4thFloorCommon@eab.co...	
<input type="checkbox"/> 6th Floor (temp) La...				Room DC_Mothers_Room_9th_Fl...	
<input type="checkbox"/> 8th Floor Lactation ...			1	Room DC8-lacroom@eab.com	
<input type="checkbox"/> Acadia			16	Room acadia@eab.com	

Select the room and then click the "Rooms" button, then click "OK"



Title your Meeting as "First Name Last Name"

 Send

Title

Required 3rd Floor Lactation Room A

Optional

Start time Eastern Time (US & Canac) All day Time zones


End time Eastern Time (US & Canac) [Make Recurring](#)

Location

Use the "Scheduling Assistant" to find a free time in the room.

File Meeting **Scheduling Assistant** Insert Format Text Review Help

Refresh Availability AutoPick Add Attendees Add Rooms Room Finder Options

 Send

Start time Eastern Time (US & Canac) All day Time zones

End time Eastern Time (US & Canac) [Make Recurring](#)

Monday, February 13, 2023

	5 PM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM
All Attendees											
Required Attendee											
<input checked="" type="checkbox"/> Benefits (EAB)											
<input checked="" type="checkbox"/> <u>8th Floor Lactation Room</u>											

Add required attendee

Appointments will be automatically accepted by the room mailbox, or automatically declined if:

- The meeting conflicts with an already scheduled meeting
- Is longer than 24 hours
- Is a reoccurring meeting with an end date greater than 6 months