Reserving a Lactation Room –

Windows (Outlook Client)
(For instructions on reserving using Outlook on a Mac, go [here](#) and for instruction on reserving using a web-based account, go [here](#).)

1. From your Outlook Calendar, Select **New Meeting**:

2. Click the **To** box, and from the Global Address List, begin typing lactation. The Global Address List will automatically populate with relevant email addresses.

3. Double-click the lactation room you want to schedule, then click **OK**.

4. In the Subject Line, **enter your first and last name and phone number** where we can reach you if there is an issue with the room (e.g., we need to perform maintenance). (Remember, only CWC staff can see full details of reservations. Everyone else just sees free/busy.)
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5. To see availability, click *Scheduling Assistant*:

Or... you can also open the calendar: from Outlook, click *Open Calendar, From Room List*. Begin typing *Lactation* and you should see the calendar you want. Double-click to select and then click *OK*.

6. Select the time you would like to reserve
   - Reservations for lactation rooms default to 30 minutes. If you need longer than 30 minutes, you can extend your reservation up to 60 minutes. If you need longer than 60 minutes, you will need to make two reservations. If “your” lactation room is heavily used, please be considerate of other users, and limit your reservation to only the amount of time you need.
   - You can make recurring reservations but only for up to 16 days from the day that you are making the reservation. (For example, if you are making a reservation on February 1, you will only be able to reserve times until February 16.) This limit allows new users an opportunity to get into the rotation of reservations.

7. Click *Send* to reserve
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8. You will receive a confirmation email if your reservation goes through.

If your reservation request falls outside the rules, you will receive an email like the one below, and you will need to make another reservation.

This resource can only be scheduled up to 16 days in advance. The end time should fall before 11/23/2017.
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Creating a reservation using Outlook on a Mac:

4. From your Outlook Calendar, Select *Meeting*:

5. Click the [To] box, and begin typing *lactation*. The Global Address List will automatically populate with relevant email addresses.

6. Select the lactation room you want to reserve.

7. In the Subject Line, **enter your first and last name and phone number** where we can reach you if there is an issue with the room (e.g., we need to perform maintenance). (Remember, only CWC staff can see full details of reservations. Everyone else just sees free/busy.)

8. To see availability, click *Scheduling*. The bottom half of the Meeting window will show your calendar and the lactation room’s calendar (other users’ appointments will appear as “busy” blocks.)
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Or... you can also open the calendar: from Outlook, click **Open Shared Calendar**, From Room List. Begin typing **Lactation** and you should see the calendar you want. Select from the list. (This will add the lactation room calendar to the list of your shared calendars, meaning you can look at availability without using the **Meeting** function. You will still need to make a reservation using the **Meeting** function.)

9. Select the time you would like to reserve.
   - Reservations for lactation rooms default to 30 minutes. If you need longer than 30 minutes, you can extend your reservation up to 60 minutes. If you need longer than 60 minutes, you will need to make two reservations. If “your” lactation room is heavily used, **please be considerate of other users, and limit your reservation to only the amount of time you need.**
   - You can make recurring reservations but only for up to 16 days from the day that you are making the reservation. (For example, if you are making a reservation on February 1, you will only be able to reserve times until February 16.) This limit allows new users an opportunity to get into the rotation of reservations.

10. Click **Send** to make reservation.

11. You will receive a confirmation email if your reservation goes through.
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If your reservation request falls outside the rules, you will receive an email like the one below, and you will need to make another reservation.

Your meeting request was declined.
This resource can only be scheduled up to 16 days in advance. The end time should fall before 11/23/2017.

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)
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Creating a reservation using web-based Outlook:

1. From your Outlook Calendar, Select **New** and then **Calendar event**:

2. In the **People** box, begin typing **lactation**. The Global Address List will automatically populate with relevant email addresses. Once you have selected the appropriate lactation room, click on the **scheduling assistant**.

The scheduling assistant will bring up your outlook calendar and the calendar for the lactation room in two, side by side columns. Select the time you would like to reserve (reserved times will be visible as “busy” blocks).
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- Reservations for lactation rooms default to 30 minutes. If you need longer than 30 minutes, you can extend your reservation up to 60 minutes. If you need longer than 60 minutes, you will need to make two reservations. If “your” lactation room is heavily used, please be considerate of other users, and limit your reservation to only the amount of time you need.
- You can make recurring reservations but only for up to 16 days from the day that you are making the reservation. (For example, if you are making a reservation on February 1, you will only be able to reserve times until February 16.) This limit allows new users an opportunity to get into the rotation of reservations.

When you have selected a time, click on OK in the upper left corner. This will return you to the Calendar event dialogue box.

3. In the Details title box, enter your first and last name and phone number where we can reach you if there is an issue with the room (e.g., we need to perform maintenance). (Remember, only CWC staff can see full details of reservations. Everyone else just sees free/busy.)

4. Click Send to make reservation.

5. You will receive a confirmation email if your reservation goes through.
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If your reservation request falls outside the rules, you will receive an email like the one below, and you will need to make another reservation.

[Image of email example with highlighted text: "This resource can only be scheduled up to 16 days in advance. The end time should fall before 11/22/2017.

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)."]