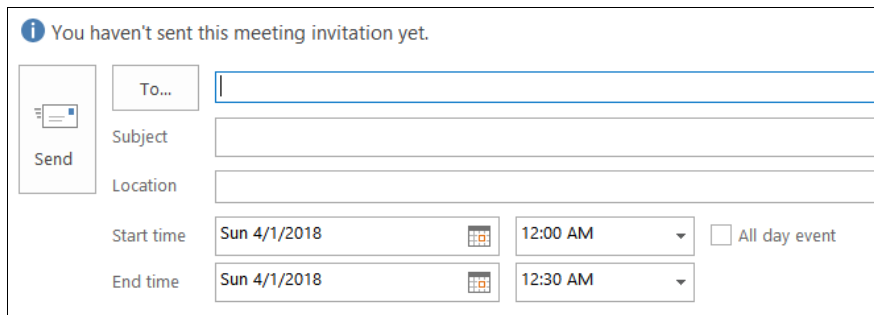


Reserving a Lactation Room –

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**:



You haven't sent this meeting invitation yet.

To...

Subject

Location

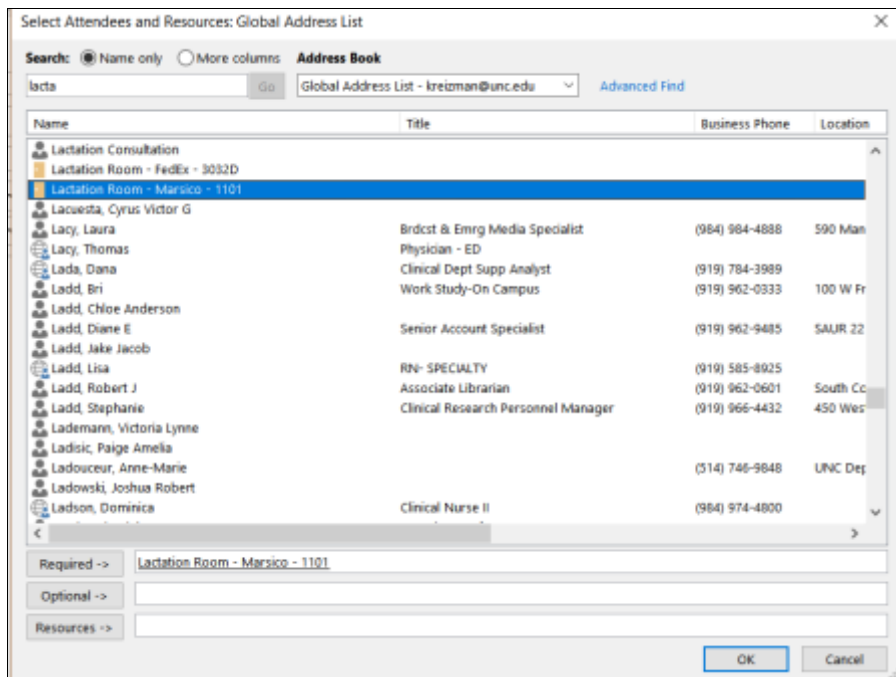
Start time: Sun 4/1/2018 12:00 AM All day event

End time: Sun 4/1/2018 12:30 AM

Send

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**.



Select Attendees and Resources: Global Address List

Search: Name only More columns Address Book

lacta Go Global Address List - kreizman@unc.edu Advanced Find

Name	Title	Business Phone	Location
Lactation Consultation			
Lactation Room - FedEx - 3032D			
Lactation Room - Marsico - 1101			
Lacuesta, Cyrus Victor G			
Lacy, Laura	Brdcst & Emrg Media Specialist	(984) 984-4888	590 Man
Lacy, Thomas	Physician - ED		
Lada, Dana	Clinical Dept Supp Analyst	(919) 784-3989	
Ladd, Bri	Work Study-On Campus	(919) 962-0333	100 W Fr
Ladd, Chloe Anderson			
Ladd, Diane E	Senior Account Specialist	(919) 962-9485	SAUR 22
Ladd, Jake Jacob			
Ladd, Lisa	RN- SPECIALTY	(919) 585-8925	
Ladd, Robert J	Associate Librarian	(919) 962-0601	South Co
Ladd, Stephanie	Clinical Research Personnel Manager	(919) 966-4432	450 Wes
Lademann, Victoria Lynne			
Ladistic, Paige Amelia			
Ladouceur, Anne-Marie		(514) 746-9848	UNC Dep
Ladowski, Joshua Robert			
Ladson, Dominica	Clinical Nurse II	(984) 974-4800	

Required -> Lactation Room - Marsico - 1101

Optional ->

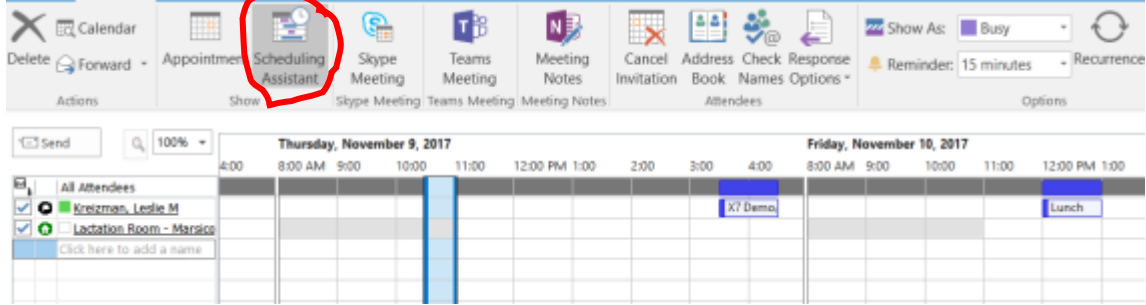
Resources ->

OK Cancel

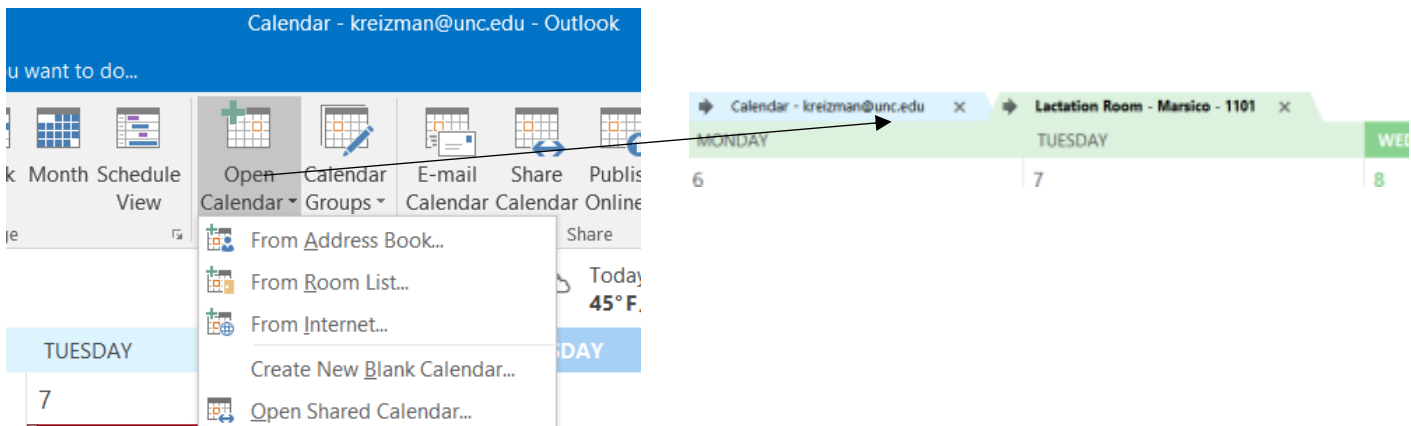
4. In the Subject Line, **enter your first and last name and phone number** where we can reach you if there is an issue with the room (e.g., we need to perform maintenance). (Remember, only CWC staff can see full details of reservations. Everyone else just sees free/busy.)

Reserving a Lactation Room

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

Reserving a Lactation Room

The screenshot shows a meeting reservation form for "Lactation Room - Marsico - 1101". The form includes fields for "To:" (Lactation Room - Marsico - 1101), "Subject:" (firstname lastname phone#), "Location:" (Lactation Room - Marsico - 1101), "Start time:" (Tue 11/7/2017, 1:00 PM), and "End time:" (Tue 11/7/2017, 2:00 PM). There is a "Send" button and an "All day event" checkbox.

8. You will receive a confirmation email if your reservation goes through.

The screenshot shows a confirmation email for a reservation in the Lactation Room - Marsico - 1101. The email is dated Mon 11/6/2017 3:40 PM. The subject is "Lactation Room - Marsico - 1101". The recipient is "Accepted: firstname lastname". The email body states: "Lactation Room - Marsico - 1101 has accepted this meeting." Below this, it says "Your request was accepted." and provides a thank you message with a link to <https://womenscenter.unc.edu/pregnancy-lactation/>.

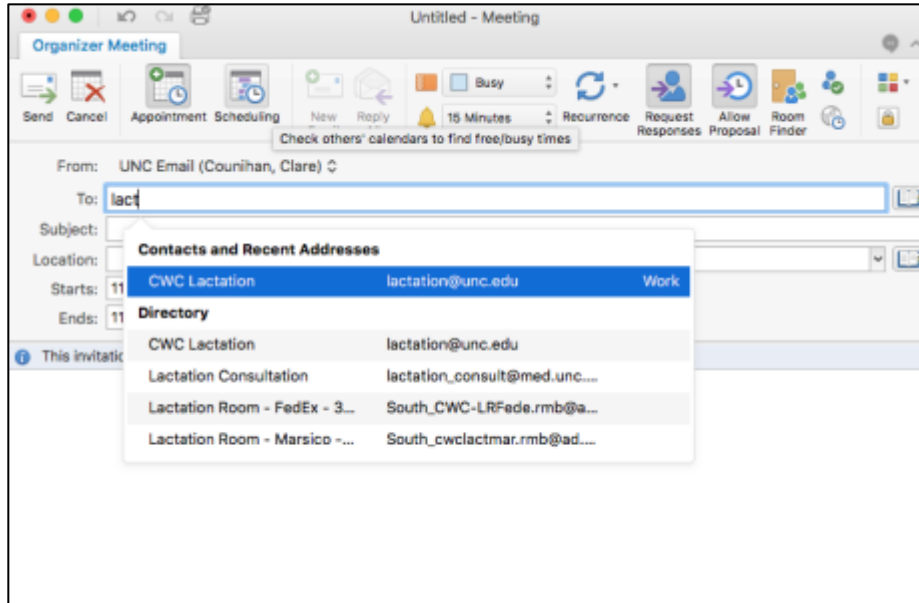
If your reservation request falls outside the rules, you will receive an email like the one below, and you will need to make another reservation.

The screenshot shows a declined reservation email for a reservation in the Lactation Room - Marsico - 1101. The email is dated Mon 11/6/2017 3:50 PM. The subject is "Lactation Room - Marsico - 1101". The recipient is "Declined: firstname lastname #phone". The email body states: "Lactation Room - Marsico - 1101 has declined this meeting." Below this, it says "Your meeting request was declined." and provides a message: "This resource can only be scheduled up to 16 days in advance. The end time should fall before 11/23/2017." The text "This resource can only be scheduled up to 16 days in advance." is circled in red. At the bottom, it says "All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)".

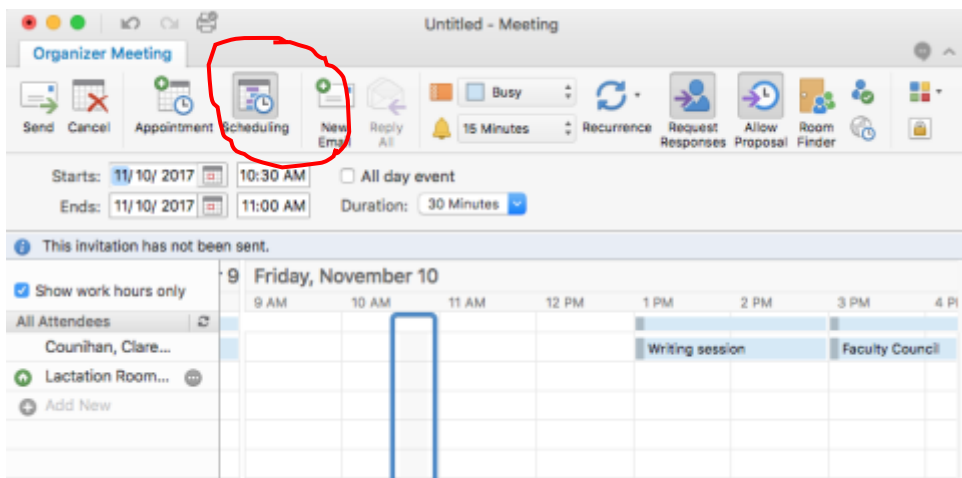
Reserving a Lactation Room

Creating a reservation using Outlook on a Mac:

- From your Outlook Calendar, Select **Meeting**:

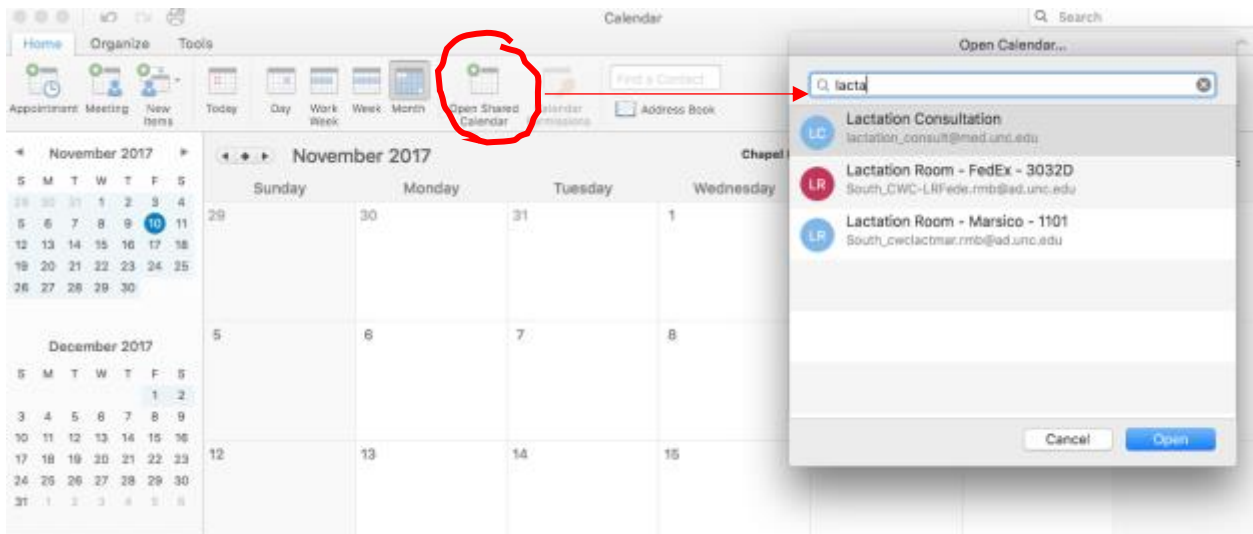


- Click the **To** box, and begin typing **lactation**. The Global Address List will automatically populate with relevant email addresses.
- Select the lactation room you want to reserve.
- In the Subject Line, **enter your first and last name and phone number** where we can reach you if there is an 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.)
- 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.)

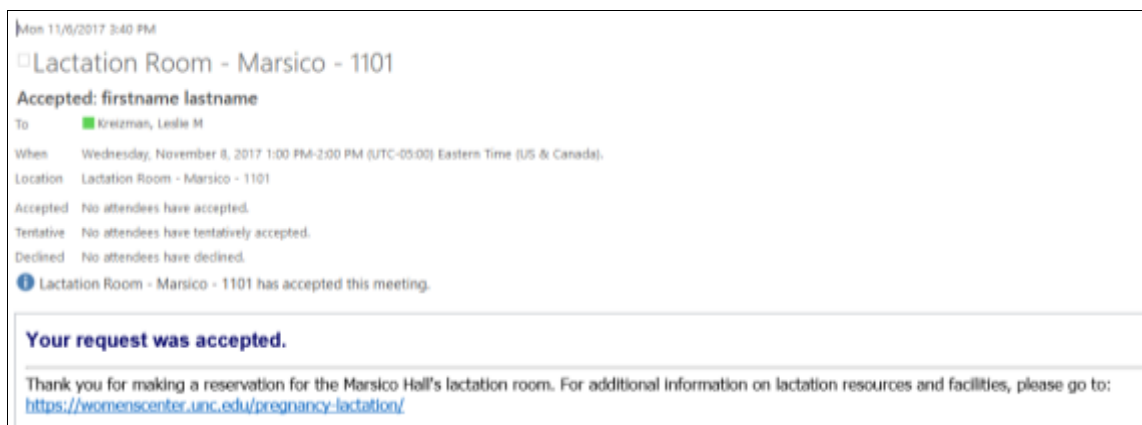


Reserving a Lactation Room

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.




Reserving a Lactation Room

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.

Mon 11/6/2017 3:50 PM

□ Lactation Room - Marsico - 1101

Declined: firstname lastname #phone

To  Kreizman, Leslie M


When Sunday, April 1, 2018 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).

Location Lactation Room - Marsico - 1101

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

 Lactation Room - Marsico - 1101 has declined this meeting.

Your meeting request was declined.

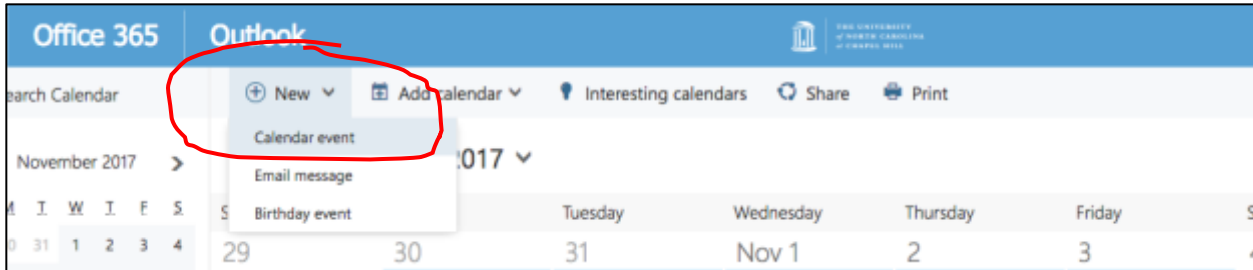
This resource can only be scheduled up to 16 days in advance. The end time should fall before 11/23/2017.

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

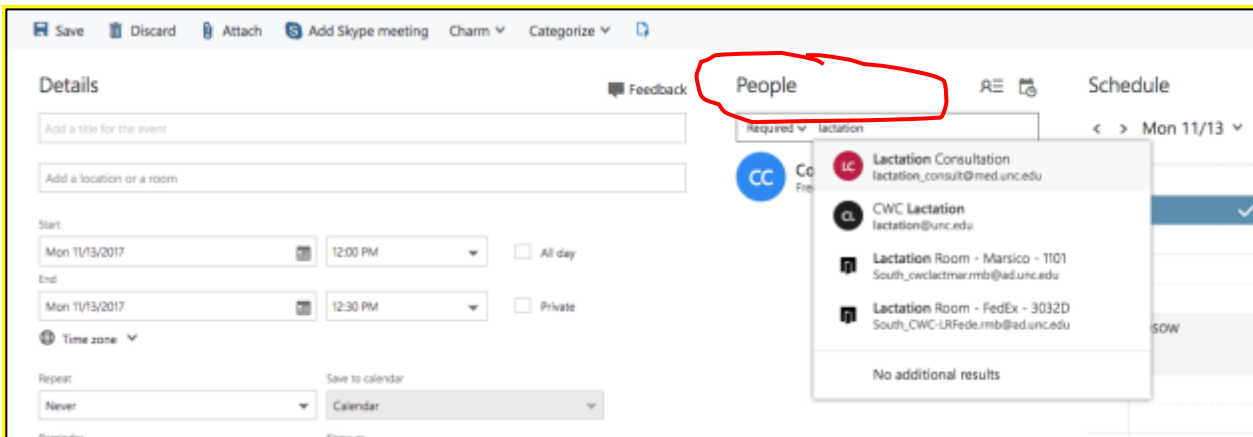
Reserving a Lactation Room

Creating a reservation using web-based Outlook:

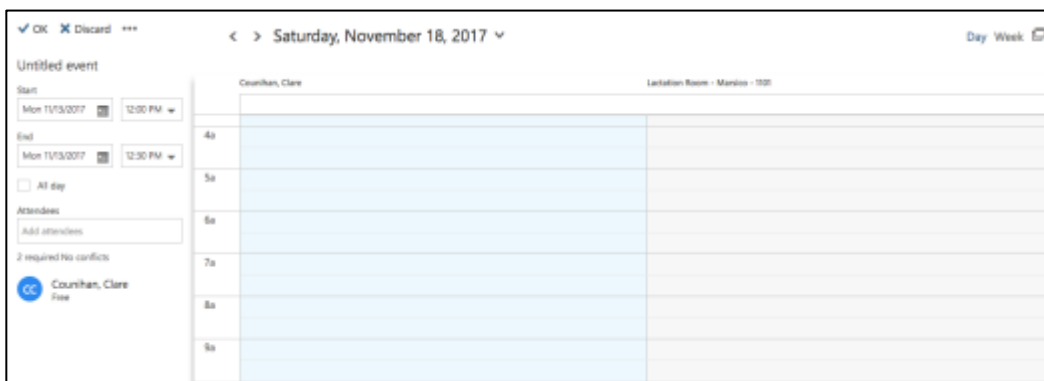
1. From your Outlook Calendar, Select **New** and then **Calendar event**:



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).

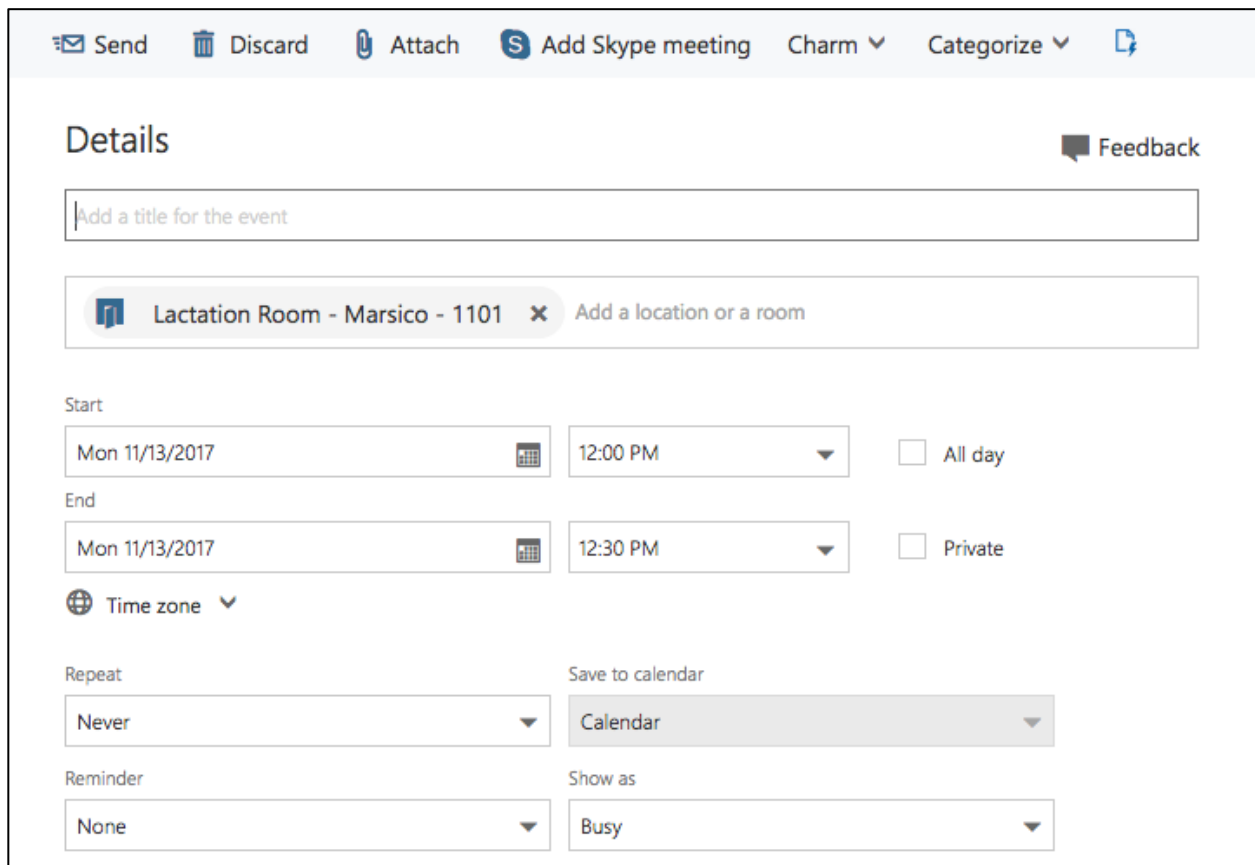


Reserving a Lactation Room

- 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.)



The screenshot shows the 'Details' dialog box in Outlook. At the top, there are action buttons: Send, Discard, Attach, Add Skype meeting, Charm, Categorize, and a refresh icon. Below these is a 'Feedback' button. The main area contains a text box for 'Add a title for the event'. Below that is a location field with a dropdown menu showing 'Lactation Room - Marsico - 1101' and a placeholder 'Add a location or a room'. The 'Start' section has a date field set to 'Mon 11/13/2017', a time field set to '12:00 PM', and an 'All day' checkbox. The 'End' section has a date field set to 'Mon 11/13/2017', a time field set to '12:30 PM', and a 'Private' checkbox. There is also a 'Time zone' dropdown. The 'Repeat' section has a dropdown set to 'Never'. The 'Save to calendar' section has a dropdown set to 'Calendar'. The 'Reminder' section has a dropdown set to 'None'. The 'Show as' section has a dropdown set to 'Busy'.


4. Click **Send** to make reservation.
5. You will receive a confirmation email if your reservation goes through.

Reserving a Lactation Room

Mon 11/6/2017 3:40 PM

☐ Lactation Room - Marsico - 1101

Accepted: firstname lastname

To  Kreizman, Leslie M


When Wednesday, November 8, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

Location Lactation Room - Marsico - 1101

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

 Lactation Room - Marsico - 1101 has accepted this meeting.

Your request was accepted.


Thank you for making a reservation for the Marsico Hall's lactation room. For additional information on lactation resources and facilities, please go to: <https://womenscenter.unc.edu/pregnancy-lactation/>

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.

Mon 11/6/2017 3:50 PM

☐ Lactation Room - Marsico - 1101

Declined: firstname lastname #phone

To  Kreizman, Leslie M


When Sunday, April 1, 2018 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).

Location Lactation Room - Marsico - 1101

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

 Lactation Room - Marsico - 1101 has declined this meeting.

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)