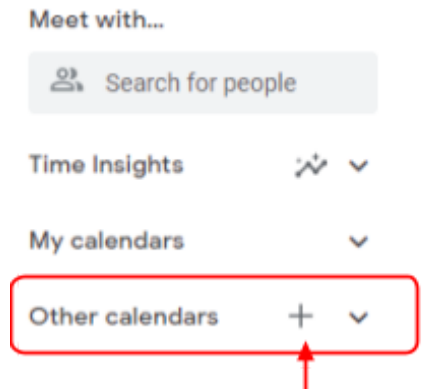


How to view a Lactation room in Google calendar

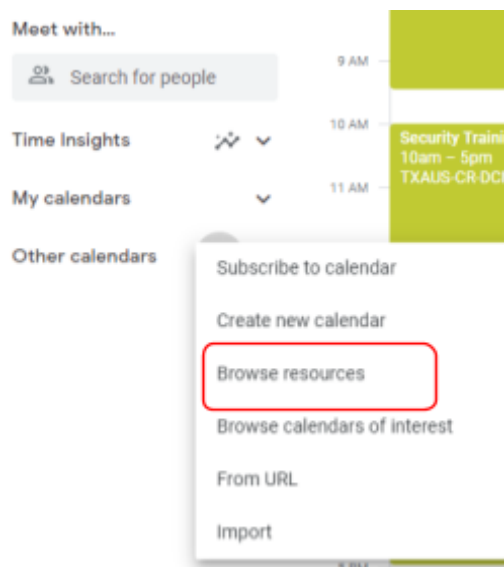
To add conference room calendars to your “My Calendars” list

Step 1: Open Google Calendar

Step 2: On the left, next to Other Calendars, click Add “+”



Step 3: Select “Browse Resources”



Step 4: Under Browse Resources, scroll down to **TXAUS** and click the down arrow

Step 5: From there scroll down to **TXAUS-CR-DCMC-Lactation-Room-2Y.068 (1)**, check the box next to the room you would like to add to your My calendars list.

- *Ex: the Pavilion Conference center is listed as: TXAUS-CR-DCMC-PAV-Conference Center*

Step 6: Once you have selected the rooms you would like to be able to see you can go to the top left of your page and click “ ← Settings ”

You will now be able to see the conference rooms under your “My Calendars” list.