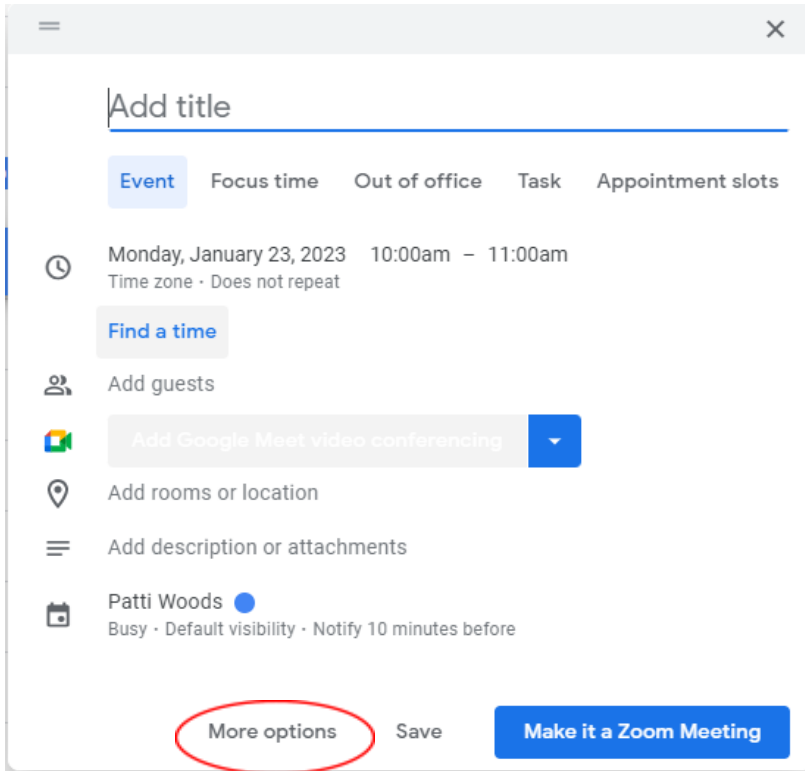


How to reserve a Lactation room in Google Calendar

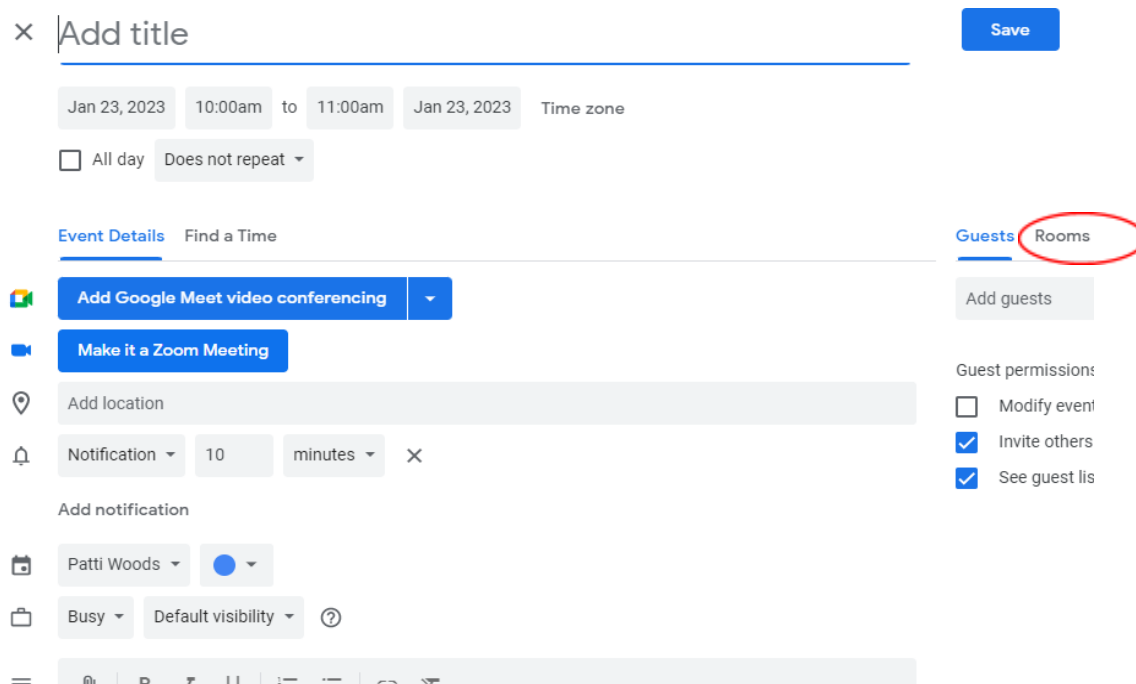
Step 1: From Google Calendar, create a meeting

Step 2: Click "More Options"



The screenshot shows the 'Add title' dialog box in Google Calendar. At the bottom, the 'More options' button is circled in red. Other buttons include 'Save' and 'Make it a Zoom Meeting'. The event details show 'Monday, January 23, 2023 10:00am - 11:00am'.

Step 3: On the right where it says "Guests | Rooms", click "Rooms"

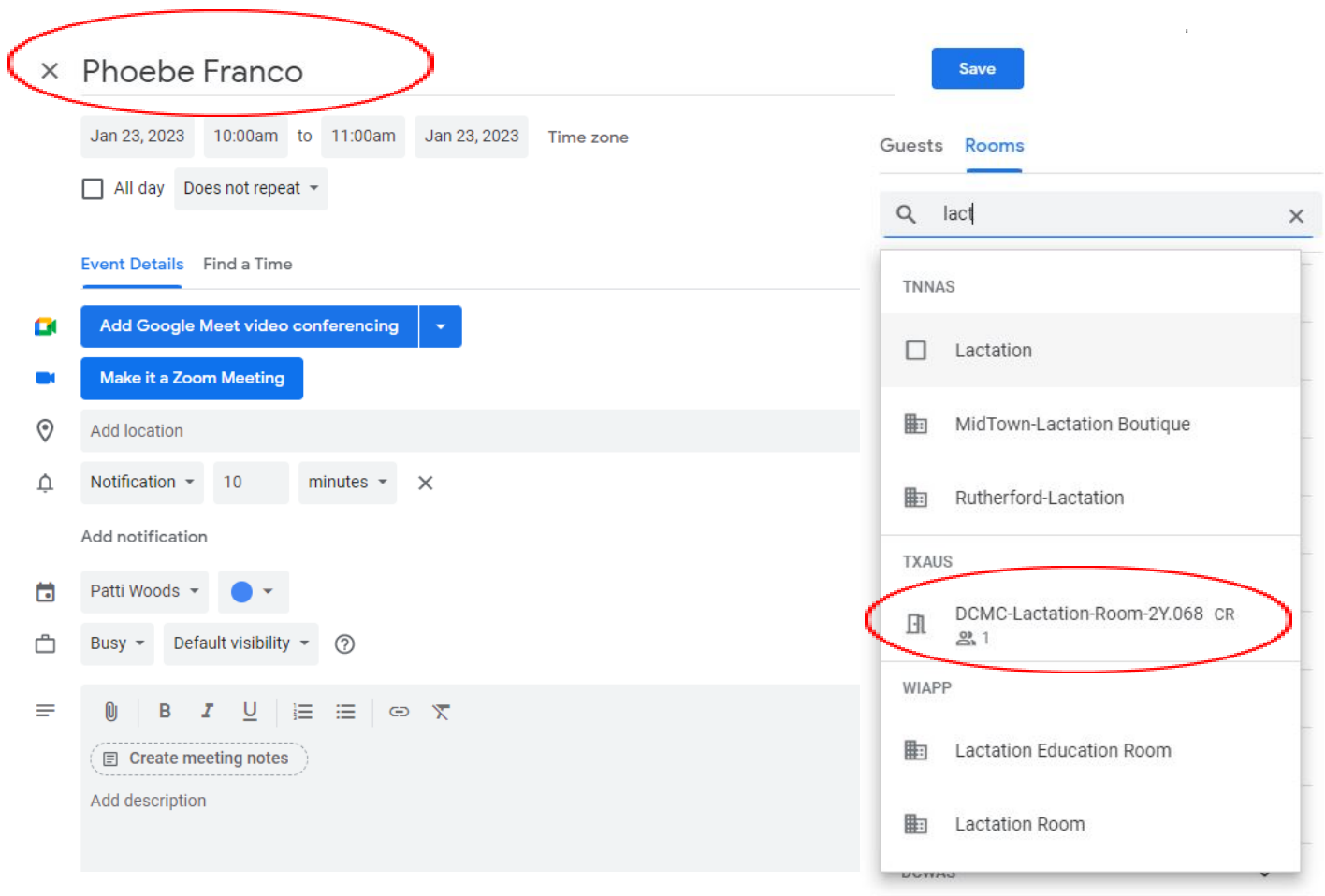


The screenshot shows the 'Add title' dialog box with the 'Rooms' tab selected on the right. The 'Rooms' tab is circled in red. The 'Save' button is at the top right. The event details show 'Jan 23, 2023 10:00am to 11:00am Jan 23, 2023 Time zone'. The 'Guests | Rooms' tabs are at the top right, with 'Rooms' selected. The 'Add guests' button is below the tabs. The 'Guest permissions' section includes 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked).

Step 4: Copy & Paste or type the Lactation Room name into the “search for room resource” area with the room you’d like to reserve. Once the room comes up, select the room.

Put your name as the Meeting Title.

- ****Under Search for room resource, make sure Available Rooms Only is selected****
- You can also type *TXAUS-CR-DCMC-Lactation-Room-2Y.068 (1)* and the list of available conference rooms should load
- If the room does not come up, it could mean that it is reserved during the time you have requested.



The screenshot shows a meeting booking interface. At the top, the meeting title "Phoebe Franco" is circled in red. Below the title, the date and time are set to "Jan 23, 2023, 10:00am to 11:00am". There are buttons for "Add Google Meet video conferencing" and "Make it a Zoom Meeting". A search bar on the right contains the text "lact" and a dropdown menu is open, showing a list of rooms. The room "DCMC-Lactation-Room-2Y.068 CR" is circled in red in the dropdown menu. Other rooms listed include "Lactation", "MidTown-Lactation Boutique", "Rutherford-Lactation", "Lactation Education Room", and "Lactation Room".

Step 5: Complete your meeting invite and then click “save”

- In the event you book a room that has already been reserved, you will receive a decline notification from the room.
- You **WILL NOT** receive a notification that the room has been reserved. You can always look at the room calendar to ensure your reservation is on the room calendar.
- Please be mindful and only reserve the time for which you need
- If you no longer need the room, please cancel your reservation