

Outlook Booking Guide Lactation Rooms

Log into Outlook either on your desktop application or through <u>my.creighton.edu</u>:



Access your Outlook Calendar and click on New Meeting:



## A new meeting window will pop-up:

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	Start time	Mon 10/2/2023	Ē	8:00 AM	▼ □ All day	🗌 🕘 Time zones						
	End time	Mon 10/2/2023	Ē	8:30 AM	▼ ↔ Make Re	lecurring						
	Location											

Enter the date and time to reserve. Then, you will need to type the Lactation Room in the location field. When the location option populates in the field, click on the location name:

(i) You haven't sent this meeting invitation yet.

$\triangleright$	Title	
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	Start time	Mon 10/2/2023
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	Location	Murphy Building, Room 147
		Murphy Building, Room 147
		Suggestions Murphy Building, Room 147 O Available
		• d on wee with Room Finder

Refer to the Scheduling Assistant tab on the top menu to review the Lactation Room's availability to ensure it isn't already reserved at the time of need:

File	Meeting	Scheduling Assist	tant Insert	Format Te	kt Rev	iew	Help	0	Tell	me what	you want t	o do		
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\*If you see a color block on a specific time slot, this indicates the room has already been reserved for that timeframe.

Once you have confirmed an available time slot, refer to the *Meeting* tab on the top menu and click the *Send* button to send the booking invite for the Lactation Room.

File Me	eeting Sche	eduling Assistant	Insert	Format Text	Review	Help	Q ·	Tell me what
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You will receive an email confirmation to your Outlook inbox of your room booking:



\*If the Lactation Room has already been booked at the time slot selected, you will receive a Denied Request email and will have to refer back to the outlook meeting to reserve a new time.

If you are having any difficulties booking a Lactation Room through Outlook, please contact Human Resources at <u>HR@Creighton.edu</u> or 402.280.2709