

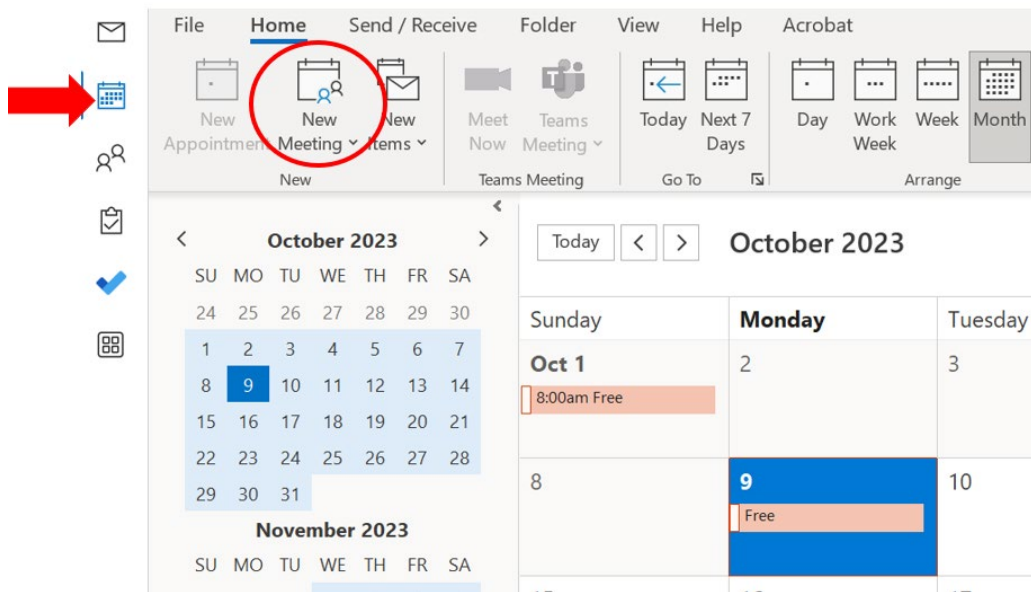
# Outlook Booking Guide

## Lactation Rooms

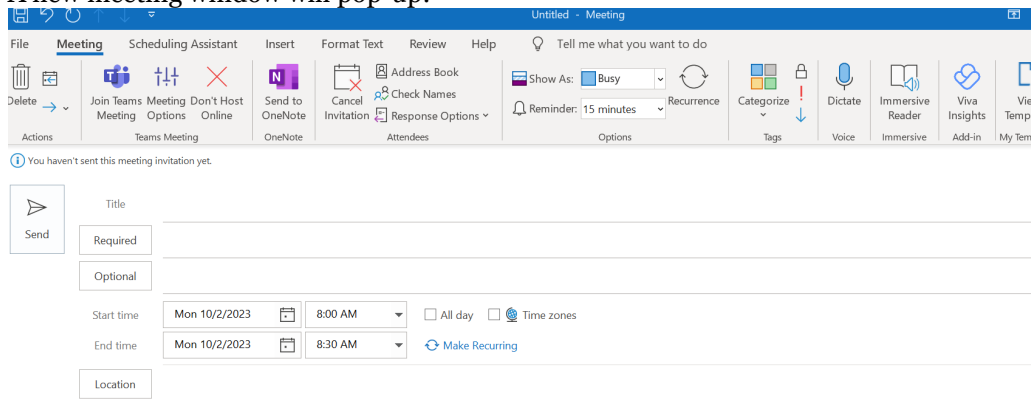
Log into Outlook either on your desktop application or through [my.creighton.edu](https://my.creighton.edu):



Access your Outlook Calendar and click on *New Meeting*:



A new meeting window will pop-up:



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:

You haven't sent this meeting invitation yet.

Title

Required

Optional

Start time

Mon 10/2/2023

8:00 AM

☐ All day ☐ Time zones

End time

Mon 10/2/2023

8:30 AM

[Make Recurring](#)

Location

Murphy Building, Room 147

Use this location

Murphy Building, Room 147

Suggestions

Murphy Building, Room 147  
 Available

Use 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 Assistant** Insert Format Text Review Help Tell me what you want to do

Refresh Availability
 AutoPick
 Add Attendees
 Add Rooms
 Room Finder
 Options

Start time

Mon 10/30/2023

8:00 AM

☐ All day ☐ Time zones

End time

Mon 10/30/2023

8:30 AM

[Make Recurring](#)

October 29, 2023

Monday, October 30, 2023

|   | 9 AM | 10 AM | 11 AM | 12 PM | 1 PM | 2 PM | 3 PM | 4 PM | 8 AM | 9 AM | 10 AM |
|---|------|-------|-------|-------|------|------|------|------|------|------|-------|
| <b>All Attendees</b>  |      |       |       |       |      |      |      |      |      |      |       |
| <b>Required Attendee</b>                                      |      |       |       |       |      |      |      |      |      |      |       |
| <input checked="" type="checkbox"/> Strawn, Victoria          |      |       |       |       |      |      |      |      |      |      |       |
| Add required attendee   |      |       |       |       |      |      |      |      |      |      |       |
| <b>Optional Attendee</b>                                      |      |       |       |       |      |      |      |      |      |      |       |
| Add optional attendee   |      |       |       |       |      |      |      |      |      |      |       |
| <b>Resource (Room or Equipment)</b>                           |      |       |       |       |      |      |      |      |      |      |       |
| <input checked="" type="checkbox"/> Murphy Building, Room 147 |      |       |       |       |      |      |      |      |      |      |       |
| Add resource  |      |       |       |       |      |      |      |      |      |      |       |

*\*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.

Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what y

Delete Join Teams Meeting Don't Host Meeting Options Online Send to OneNote Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minute

You haven't sent this meeting invitation yet.  
This appointment is next to another one on your calendar.

Send

Title

Required ☐ Murphy Building, Room 147

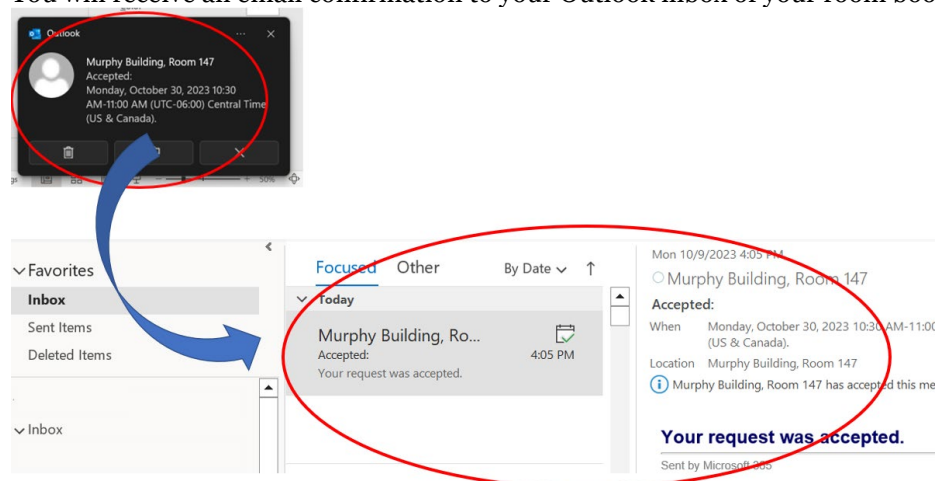
Optional

Start time Mon 10/30/2023 10:30 AM ☐ All day ☐ Time zones

End time Mon 10/30/2023 11:00 AM [Make Recurring](#)

Location Murphy Building, Room 147

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 [HR@Creighton.edu](mailto:HR@Creighton.edu) or 402.280.2709