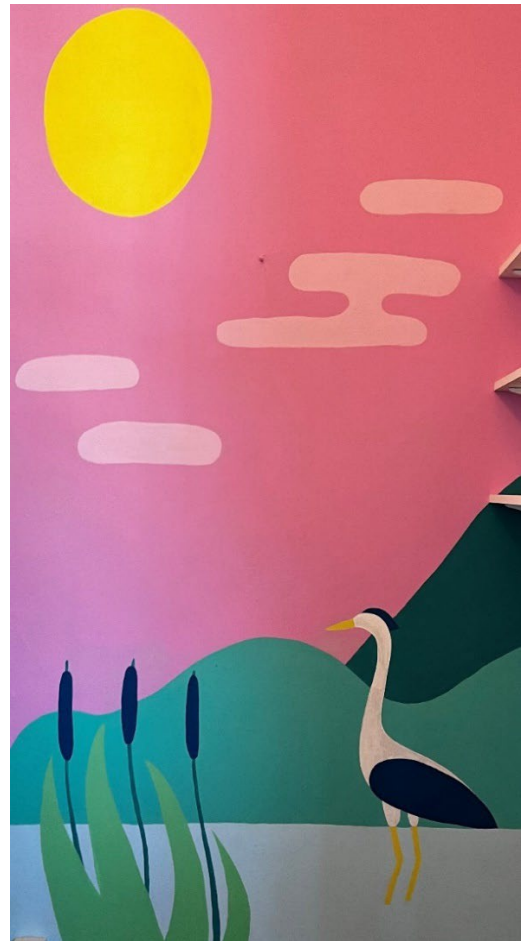


**HOW TO  
RESERVE  
A  
WELLNESS  
ROOM**



## Wellness Room Booking in Outlook

### Part One – Research Availability

In your own calendar:

- Right-click on My Calendars
- Click **Add Calendar** then select **From Room List**
- Select “ Wellness Room A-106 “ for the larger room
- Or “Wellness Room B-106” for the smaller one
- Choose the room, date and time you need and then move on to Part Two.

### Part Two – Make the Request- If you need help call IT Help 1195 Or Kelly at Ext 1266

In your own calendar:

- Double click on the date or click on **New Meeting** at the top menu
- In the **To:** field, type in the people to invite to meeting-yourself
- In the **Subject:** field – fill in as needed- do not put too much here as this will show in the calendar – **only use Initials or leave it blank if you want it to be confidential.**
- IN the **Location;** field: at the far right – click on Rooms
- Double-click the desired room- Wellness Room A or B
- Set time and date.
- Do you need it to be recurring for the same time slot (s) each day?
- Please only book out as far as you know you will use it , a month at a time?
- Then click **SEND**

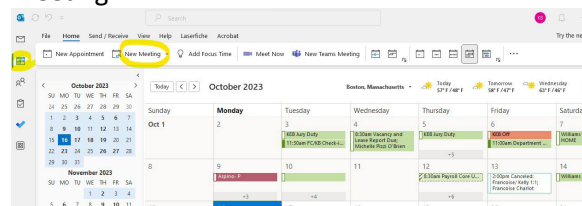
This reservation request will then be delivered to the person(s) who to the delegate, who will ACCEPT or DENY the request. Once accepted it will show up on your own personal calendar as well as the conference room.

Kelly Brown in HR is the main delegate you can reach out to her for keys. HR will ensure that priority is given to mothers that need a “lactation room” and make other plans as needed to ensure mothers are supported while breastfeeding.

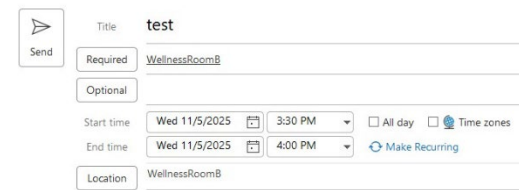
**Below are some screen shots if you are a visual person:**

Go to your calendar and click in **NEW MEETING**

This is what it looks like when you are in new meeting:



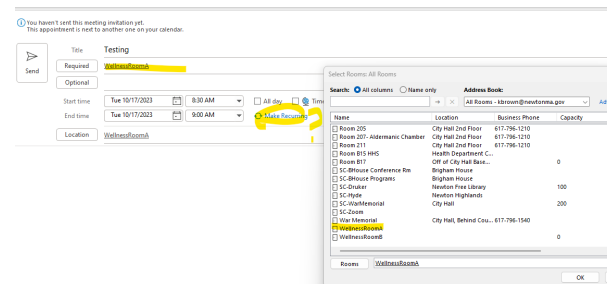
Enter the date and time and select the room you need. Wellness Room B, it's located on the first floor by the main entrance.



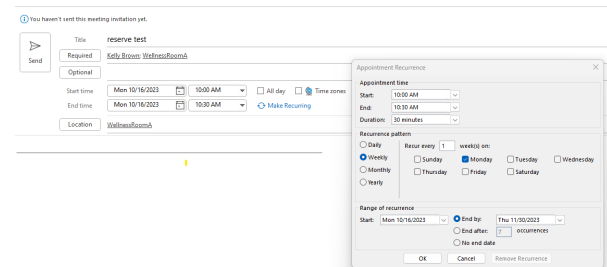
If you need to make it recurring click on that option and select daily, weekly or monthly based on your needs. Please remember this is a shared space do not reserve it out and block the

room from others if you do not need it. And if your plans change remember to go back and cancel your request.

HR reserves the right to ask folks to assist nursing mothers by giving them priority to room A as needed. And if there are double bookings or overbooking HR will help to ensure that all are accommodated.



Here I am reserving every Monday from 10:00-10:30 through the end of November.



If you need help on how to reserve a room Kelly Brown or any member of IT can assist you.