Audience: Individuals using lactation rooms on campus

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Process Overview

The purpose of this system guide is to help individuals schedule lactation rooms on campus. The Office of Human Resources manages access to several <u>lactation rooms</u>. To gain access to these rooms, please fill out the <u>request</u> form. The Family Care Team will provide you with access to schedule the several lactation rooms on campus via Google Calendar.

PRIVACY NOTICE: Due to the limitations of the Google Calendar system, if you make an appointment to reserve a lactation room, your name and appointment date/time will be visible to other users of the Google Calendar system. If you have scheduling questions or concerns, please contact the <u>Family Care Team</u>.

For more information about CMU's lactation rooms and other important information for new parents, please visit the <u>Lactation Resources webpage</u>.

Adding the Calendar

Step	Details		
1	 Once Family Care approves your request for access to lactation rooms, they will add you to the Google Group titled "CMU Lactation Room Scheduling" and provide an email which includes guidelines for scheduling time in lactation rooms and a link to the lactation rooms webpage where the calendar links can be accessed. Once you have been added to the Google Group, you can add any of the calendars by clicking the links provided in the table on the lactation rooms webpage. 		
2	When you click a calendar link, it should open the Google Calendar associated with the account that you are using on your browser window. A pop-up will appear in front of your calendar which asks if you would like to add the new calendar to your account. To add the calendar, click "Add."	Add calendar ANSYS HallLactation Room (B05) (1) <c_1889hi7bdbl9shshg8dosoanb9t12@resource.calendar.c Cancel Add</c_1889hi7bdbl9shshg8dosoanb9t12@resource.calendar.c 	

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Step	Details	
3	After clicking "Add," this calendar will now appear on your left navigation for Google Calendar. It will be listed under "other calendars."	Other calendars + 🔺
	You now have access to view this calendar and add reservations to it. Repeat this process for any lactation room calendars that you want to schedule for.	ANSYS Hall805 - Lactati

Viewing the Calendars

Step	Details			
1	Once you have added a lactation room calenda your Google account, you can view it by openin your navigation panel on the left side of the	e you have added a lactation room calendar to Google account, you can view it by opening navigation panel on the left side of the		
	screen. Generally, this will already be open, but is closed, you can open it by selecting the three	t If It Main menu SUN	MON	
	lines which indicate the main menu in the top l corner.	left 13	14	
2	In the navigation panel on the left, scroll down name of the lactation room you added listed as	to the section titled "other calendars." s one of the options in this section.	You should see the	
	To view the calendar, make sure the box is checked next to its name. It will overlap this	Other calendars	+ ^	
	calendar with any other calendar you have selected.	ANSYS Hall80	5 - Lactati	
	To view only the lactation calendar, hover	ANSYS HallLa 🗙 🚦	11 AM	
	that appear.	Options for ANSYS HallLactat	tion Room (B05) (1)	
3	The following menu appears. Select "Display th	is only."	Display this only	
	Now you will only see the lactation calendar displayed. To return to your other calendars, add them back by checking the boxes next to their names or follow this same process to make them the only calendar you see.			
	If you wish to stop viewing the lactation room on ame.	- calendar, uncheck the box next to its	●	
1				

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Scheduling Time in a Room

Once you have added a lactation room calendar to your Google account and know how to view it, you can begin to make reservations.

Details									
To make	a reserv	ation,	select a lac	tation roo	m ca	lendar so tha	it you can see	e any current	reservation
Make su	re that y	our pe	ersonal cale	endar is als	o sel	ected to see	how the lacta	ation room av	ailability ali
with you	r own sc	heduli	ng needs.						
,			SUN	MON		THE	WED	тни	FRI
Create	•)		30	31		1	2	3	4
November 202	2 < >	GMT-05							
S M T V	TFS	8 AM							
30 31 1	3 4 5								busy 8 – 8:45am
6 7 8	0 10 11 12 6 17 18 19	9 AM							
20 21 22 2	3 24 25 26	10 AM		Staff Meeting		Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting
27 28 29 3	0 1 2 3	11 AM		10 – 11am		10 – 11am	10 – 11am	10 – 11am	10 - 11am
4 5 6	8 9 10							busy 11am - 12pm	
Meet with		12 PM						Planning Meeting	
A Search f	or people	1 PM		Team Meeting			Consultation 12:30 – 1:30pm		
Time Insights	^	2 PM		1 – 2pm					
OCT 30 - NOV 5,	2022	(313/12)							
0 hr in meetings	avg: 0 hr)	3 PM					Webinar 3 - 4pm	busy 3 – 4pm	
My calendare	~	4 PM				busy 3:30 – 4:30pm			
	~	5 PM							
Andrea Car	negie	6 PM							
Reminders		7 PM							
Tasks		8 PM							
Other calenda	rs + ^								
ANSYS Hal	805 - Lactati	9 PM							
Please ke should r long. You will s name yo and deta shows up lactation select the	eep in m ot be m see a bo ur reser ils. To m o on bot room ca e button	ind that nore the x appervation hake su h your alenda at the	at appointr nan 45 mir ear where y and set the ure your ev calendar a r, you will r bottom fo	nents nutes rou can e time ent and the need to rr "more		Lactation Reserv Event Focus time Wednesday, November 2 Time zone - Does not repeat Find a time Add guests Add video conforencia Add video conforencia Add rooms or location Add description or attact Andrea Carnegie + Busy + Default visibility + (?)	Vation Out of office Task 2:00pm - 3:00pm ments	Appointment schedule	Staff Meeting 10 - 11am Consultation 12:30 - 1:30pm Lactation Reservation 2 - 3pm Webinar 3 - 4pm
options.					ф	Add notification	Mc	ore options Save	

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Step	Details					
3	Once you have expanded the options, you will see that the entire window is devoted to creating this					
	reser	vation. It will keep any information yo	ou ent	ered on the previous	s screen, but you can always enter	
	your	reservation name and time here as w	ell.			
	×	Lactation Room Reservation			Save	
		Nov 2, 2022 2:00pm to 3:00pm Nov 2, 2022 Time zor	ne			
		All day Does not repeat 🔻				
		Event Details Find a Time			Guests Rooms	
		Add video conferencing 👻			Add guests	
	0	Add location			Guest permissions	
	Ų	Add notification			Modify event	
		Andrea Carnegie 👻 🔵 👻			See guest list	
	Ċ	Busy - Default visibility - ⑦				
	=					
		Create meeting notes				
		Add description				
4	On th	is screen, you can now make sure the	at vou	r personal calendar	is selected next to the calendar ico	n
	on th	e left. On the right, you will select the	room	is tab and scroll dow	n to the building your room is in.	
	Once	you open the appropriate building, y	ou sh	ould see lactation ro	oom listed as an option. Select the	
	room	you wish to reserve from this menu.				
	Event D	etails Find a Time			Guests Rooms	
	Add	video conferencing 👻			Q Search for room or resource	
	Add Io	cation			Available rooms only -	
	Add no	tification			IN ANSISTIALE TEODIC	
	Andrea	a Carnegie 👻 🔵 👻			A08 ANSYS HALL • FLOOR -	
	Busy	- Default visibility - ⑦			A11 ANSYS HALL + FLOOR -	
	N	B <i>I</i> U = =	-	B05 - Lactation Room	B05 - Lactation R ANSYS HALL • FLO	
		reate meeting notes	8	Room for 1 person	B10 ANSYS HALL • FLOOR -	•
		ascription		ANSYS HALL • FLOOR -	CO2 ANSYS HALL . FLOOR -	
	ridu di			ANSYS HallB05 - Lactation Room ((1) 40	
					Baker Han	
1	1					

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Step	Deta	ils		
5	Now detail	that you have selected your own calendar and the roon s for your reservation, click the "save" button at the top	n yo o of t	u wish to book and entered the time and the screen.
	×	Lactation Room Reservation		Save
		Nov 2, 2022 2:00pm to 3:00pm Nov 2, 2022 Time zone All day Does not repeat -		
		Event Details Find a Time		Guests Rooms
		Add video conferencing 👻		Q Search for room or resource
	0	Add location		Available rooms only 👻
	¢	Add notification		205 SCRG 🗸
		Andrea Carnegie 👻 🔵 👻		300 SCRG 🗸
	ĉ	Busy - Default visibility - ⑦		311 SCRG 🗸
	=			417 SCRG 🗸
	_	E Create meeting notes		4612 FORBES 🗸
		Add description		4615FRBS 🗸
				4700 Firth Avenue
				ANSYS Hall—B05 - Lactation Room (1)
6	Your To m If you schec at the	reservation should now appear in both your own calen ake recurring reservations wish to make a recurring appointment in a lactation ro duling time in a room. To make this a recurring event, p top of the screen which says "does not repeat." From t	dar oom rior his,	and the lactation room calendar. , follow the steps listed above for to saving the event, click the drop down select the "custom" option.
	× La	actation Room Appointment	×	Lactation Room Appointment
	No	v 18, 2022 10:00am to 10:45am Nov 18, 2022 Time zone		Nov 18, 2022 10:00am to 10:45am Nov 18, 2022
				All day Does not repeat
				Daily
				Weekly on Friday
				Add vide Annually on November 18
			\odot	Add Io King Every weekday (Monday to Friday)
			Û	Notific tion Custom
			_	A del medificación

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Step	Details	
7	In the custom menu, you can select the days you want this reservation to occur each week. Please be sure to adjust the "ends on" date to be no more than two months in the future. Select "done" and then "save" to make this a recurring reservation. Please be courteous to other room users by canceling your reservations if you do not need them on a certain day.	Custom recurrence Repeat every 1 week * Repeat on * • • • • • • • • • • Ends Finds • • • • • • • • • • • • • • • • • • •
		Cancel Done

To Delete or Cancel a Reservation

Step	Details				
1	To canc	el a reservation, select the calendar event	and click ×	ick the trash can icon to delete the event.	
	•	Lactation Room Re ^{Delete event} n Wednesday, November 2 · 2:00 - 3:00pm		Consultation 12:30 – 1:30pm	
	2	Take meeting notes Start a new document to capture notes	:	Lactation Room	
	£	ANSYS Hall—B05 - Lactation Room (1)		2pm, ANSYS Ha	
	Ō	Andrea Carnegie Created by: . hrfamilycare		Webinar 3 – 4pm	
2	To cancel a reservation that is part of a recurring series of reservations, click the first reservation you want to cancel and click the trash can button. This will give you options for how many reservations to delete. To delete only the single reservation you selected, click "this event." To delete all instances of this reservation in the future, click "This and following events." To delete all instances of this reservation in the past, present and future, click "All events." Cancel OK				

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To Remove Lactation Room Calendars

Step	Details			
1	To remove lactation room calendars from your Google account, hover over the name of the lactation			
	room calendar on your left navigation and select the three dots that appear.			
	ANSYS HallLa X			
	Options for ANSYS HallLactation Room (B0	5) (1)		
2	On the menu that appears, select "Settings."	isplay this only		
		the form line		
		lide from list		
	S	ettings		
		Ð		
3	Scroll to the bottom of the Settings menu and select	the button that says unsubscribe.		
	Remove calendar			
	Kennove calendar			
	By unsubscribing, you will no longer have access to this o	calendar. Learn more		
	Unsubscribe			
	When you return to your calendar options, you will r	no longer see the lactation room calendar as an		
	Family Care as long as you have not been removed f	i use the links provided in your email from HR		
	you will need to email the <u>HR Family Care Team</u> to re	equest access again.		