**Lactation Room Reservation Instructions**

- You will need a BU Google account in order to access the lactation room calendar.
- If you need to create a BU Google account, please click on the following web link to do so: [http://www.bu.edu/tech/accounts/email/google/enable/](http://www.bu.edu/tech/accounts/email/google/enable/)
- Once you have created your BU Google account, click on the following web link: [https://www.google.com/calendar/selfsched?sstoken=UUdHZVhlNHE3VjNSfGRIZmF1bHR8ZjJ2NzA2ODj3M2M4YTRhMzdjYWRiY2I0ZNIyT1M5MDU](https://www.google.com/calendar/selfsched?sstoken=UUdHZVhlNHE3VjNSfGRIZmF1bHR8ZjJ2NzA2ODj3M2M4YTRhMzdjYWRiY2I0ZNIyT1M5MDU)
- You will be brought to a Google sign-in screen.
- Enter only your full BU email address (no password) and click Sign-In.
- You will automatically be redirected to the BU Web Login page.
- Enter your BU Login and Password and click Log In.
- You will automatically be brought to the calendar for the lactation room located at 25 Buick Street.
- Click on the available reservation slot you are interested in and click Save.
- The reservation will be saved for you and you will receive an email notification for a meeting request.
- Accept the meeting request and the lactation room reservation will automatically be added to your calendar.
- You will then receive an email notification to accept the reservation you have made for the lactation room.
- Once you have accepted the reservation, the time slot you have reserved will become unavailable on the lactation room calendar.
- If you need to cancel a room reservation you have made, you can simply delete the reservation from your calendar and the room reservation will automatically be deleted from the lactation room calendar as well.
- You will also receive an email confirmation of the deleted reservation.

If you have any questions about making a reservation for the lactation room or general use of the lactation room, please email lactroom@bu.edu.