

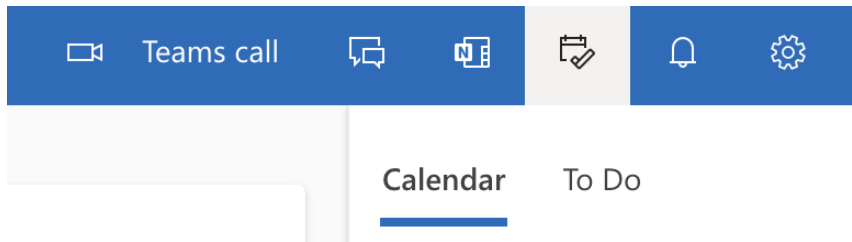
Purpose: Room MRB G13 is a private space intended to provide graduate students a dedicated location on campus to take telehealth appointments, confidential meetings, etc.

Guidelines for Room Use:

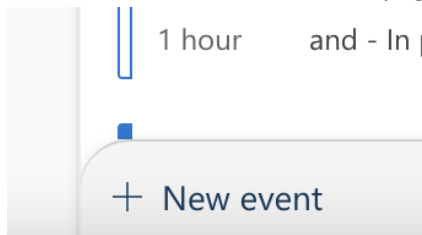
- Your request to use the space **MUST** be submitted **AND** confirmed prior to use.
- The room can only be booked for a maximum of **1.5h consecutive hours per day**.
- The room is NOT intended to be a study or hangout space.
 - IF you're looking for a place to study or relax with friends, please utilize GSA Lounge, Welch Library, STILES Classroom, Turner Concourse, etc.
- Be courteous to those who will use the room after you and please leave it exactly as you found it.

To book the room through the Outlook Web (Preferred Simple Method):

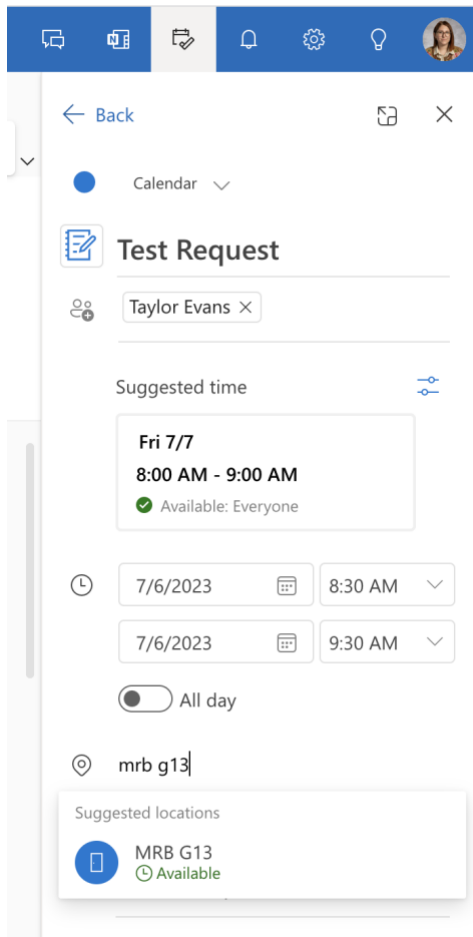
1. Open JH Outlook email web portal.
2. Open Outlook calendar via the menu in top right corner of browser



3. Click 'New Event' on bottom of page.



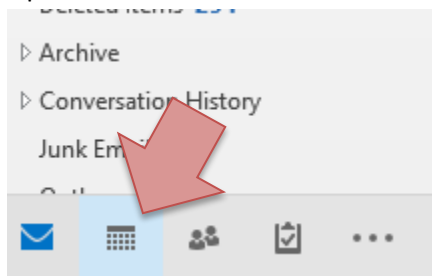
4. Search for MRB G13 as location.
5. Fill out request with title, attendees (yourself), desired time.



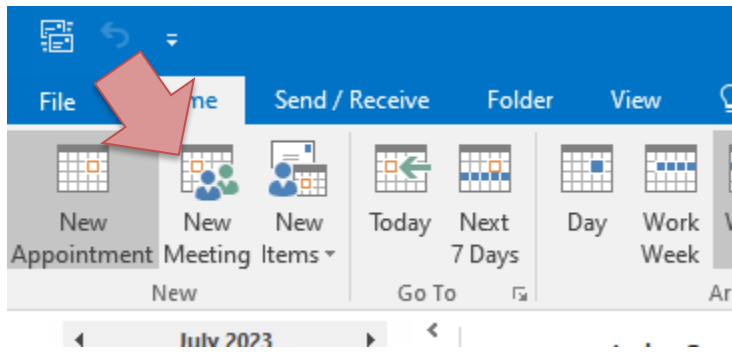
6. Once requested, your booking request will be sent for confirmation by the Graduate Student Experience Coordinator in the Office of Graduate Biomedical Education.

To book the room through the Outlook Desktop App

1. Open JH Outlook Desktop App.
2. Open Outlook calendar via the menu on the bottom left corner



3. Click **New Meeting** at the top left corner of the screen



4. When the dialog window pops open you should see an option to search **Rooms**

A screenshot of the 'New Meeting' dialog box in Outlook. The 'To...' field is empty. The 'Subject' field is empty. The 'Location' field has a dropdown menu, and a red arrow points to the 'Rooms...' button next to it. The 'Start time' is set to 'Fri 7/7/2023' at '2:00 PM'. The 'End time' is set to 'Fri 7/7/2023' at '3:00 PM'. There is an 'All day event' checkbox which is unchecked.

5. In the search bar type "**MRB G13**" and select that option

A screenshot of the 'Select Rooms' dialog box. The search bar contains 'MRB G13'. A red arrow points to the search result 'MRB G13' in the list. The list also includes 'MRB117-Office_117E' and 'MRB117-Office_117H'. The 'Search' section has radio buttons for 'Name only' (selected) and 'More columns'. The 'Address Book' dropdown shows 'All Rooms - juliane.liberto@jhmi.edu'. There is an 'Advanced Find' link.

6. When the search bar closes, you should see MRB G13 listed as the recipient, **DO NOT CLICK SEND YET**

A screenshot of the 'New Meeting' dialog box. The 'To...' field now contains 'MRB G13', highlighted by a red arrow. The 'Subject' field contains 'Test'. The 'Location' field contains 'MRB G13'. The 'Start time' is 'Fri 7/7/2023' at '2:00 PM'. The 'End time' is 'Fri 7/7/2023' at '3:00 PM'. The 'All day event' checkbox is unchecked. Below the dialog box, a text box contains the message: 'This is a test through the Outlook Desktop App for reservation of Room MRB G13'.

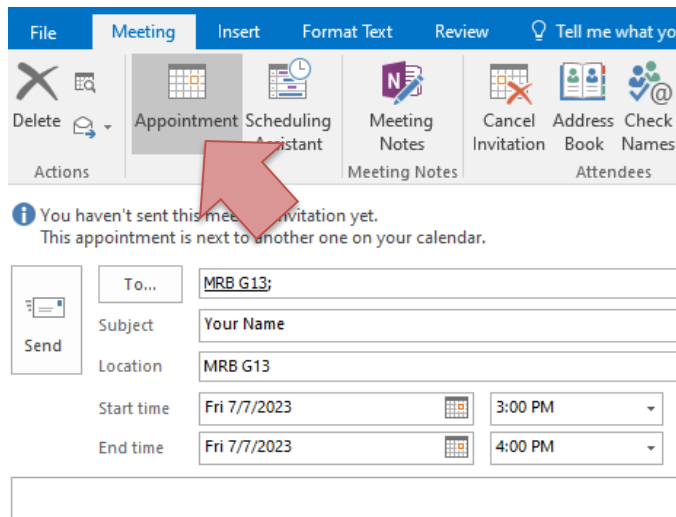
7. Next to confirm the room is available you need to select **Scheduling Assistant** from the upper left menu and click on **Room Finder** to see **Suggested times**

The screenshot displays the Outlook Scheduling Assistant interface. The top ribbon includes tabs for File, Meeting, Insert, Format Text, and Review. The 'Meeting' tab is active, showing options like 'Delete', 'Appointment', 'Scheduling Assistant', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Reminder' (set to 10 minutes), 'Recurrence', and 'Room Finder'. A red arrow points to the 'Scheduling Assistant' tab. Below the ribbon is a calendar grid for Friday, July 13, and Saturday, July 14. The grid shows a meeting titled 'Test' at 2:00 PM on Friday. A red arrow points to the 'Room Finder' button. On the left side, there is a 'Suggested times' sidebar. A red arrow points to this sidebar, which lists available time slots and their room availability:

Suggested times:	
3:30 PM - 4:00 PM	1 available room
4:00 PM - 4:30 PM	1 available room
4:30 PM - 5:00 PM	1 available room
5:00 PM - 5:30 PM	1 available room
5:30 PM - 6:00 PM	1 available room
6:00 PM - 6:30 PM	1 available room
6:30 PM - 7:00 PM	1 available room
2:30 PM - 3:00 PM	1 conflict, no rooms

8. Identify and select any time that says **“1 available room”**. If there is a conflict you will see **“no rooms”**

9. Once you have selected your time return to the previous page by clicking **Appointment**. Fill out the **Subject Line with you Name** and click **Send**.



The screenshot shows the Microsoft Word interface with the 'Meeting' ribbon selected. The 'Appointment' button is highlighted with a red arrow. Below the ribbon, a message states: 'You haven't sent this meeting invitation yet. This appointment is next to another one on your calendar.' The form fields are as follows:

To...	MRB G13;	
Subject	Your Name	
Location	MRB G13	
Start time	Fri 7/7/2023	3:00 PM
End time	Fri 7/7/2023	4:00 PM

10. Once requested, your booking request will be sent for confirmation by the Graduate Student Experience Coordinator in the Office of Graduate Biomedical Education.

To access the room:

1. Enter Turner Concourse through Miller Research Building
2. To your right will be a hallway that will take you to Kennedy Krieger Institute (KKI)
3. Walk through the double doors at the end of this hallway.
4. Immediately to your right will be a door that leads into a restricted hallway. Card swipe into this restricted hallway.
5. Once you gain access to the restricted hallway, you should see two doors immediately in front of you.
6. Proceed to G13 and swipe your card for access to the private room.
7. To exit back into Turner Concourse you will need to swipe your card to return through the double doors

Please direct all questions about MRB G13 booking to the Graduate Student Experience Coordinator in the Office of Graduate Biomedical Education. This is Katie Labor (klabor1@jhmi.edu) as of 07/2023.