

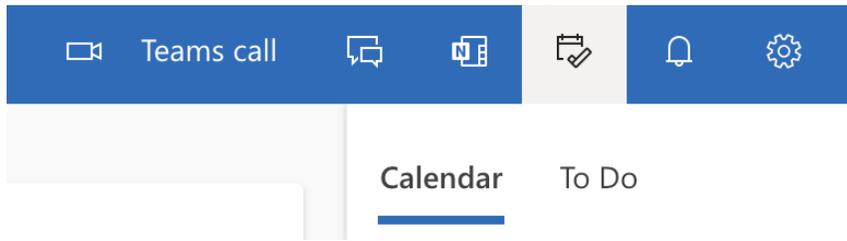
Purpose: Room MRB G13 is a private space intended to provide graduate students a dedicated location on campus to take telehealth appointments, confidential meetings, etc.

Guidelines for Room Use:

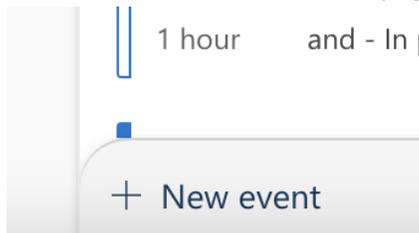
- Your request to use the space **MUST** be submitted **AND** confirmed prior to use.
- The room can only be booked for a maximum of **1.5h consecutive hours per day**.
- The room is **NOT** intended to be a study or hangout space.
 - IF you're looking for a place to study or relax with friends, please 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):

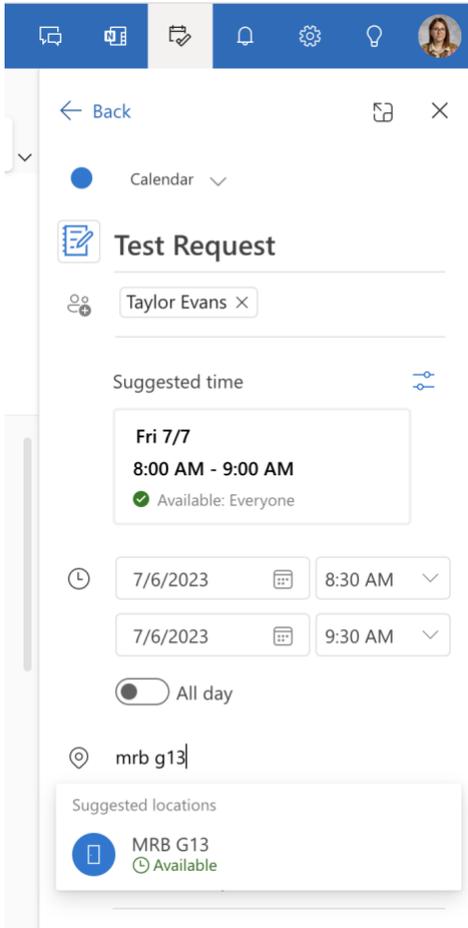
1. Open JH Outlook email web portal.
2. Open Outlook calendar via the menu in top right corner of browser



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



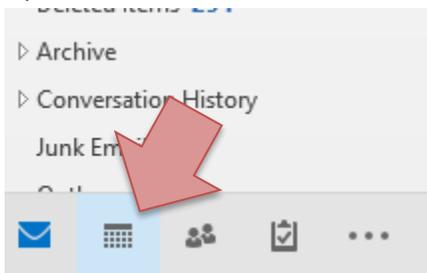
4. Search for MRB G13 as location.
5. Fill out request with title, attendees (yourself), desired time.



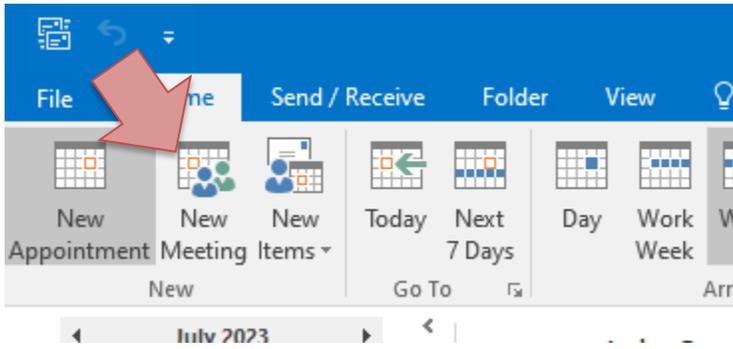
6. Once requested, your booking request will be sent for confirmation by the Graduate Student Experience Coordinator in the Office of Graduate Biomedical Education.

To book the room through the Outlook Desktop App

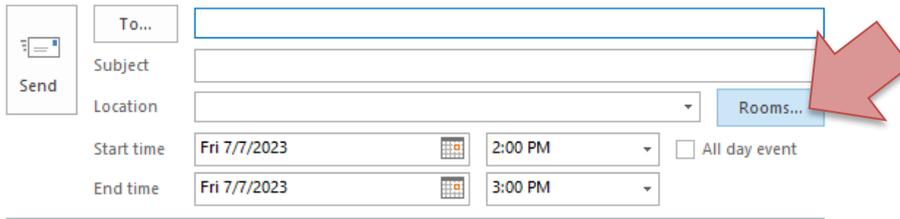
1. Open JH Outlook Desktop App.
2. Open Outlook calendar via the menu on the bottom left corner



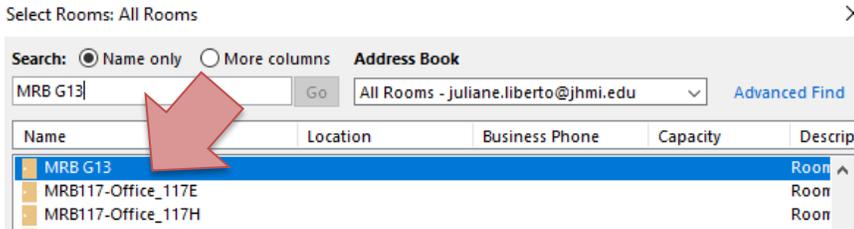
3. Click **New Meeting** at the top left corner of the screen



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

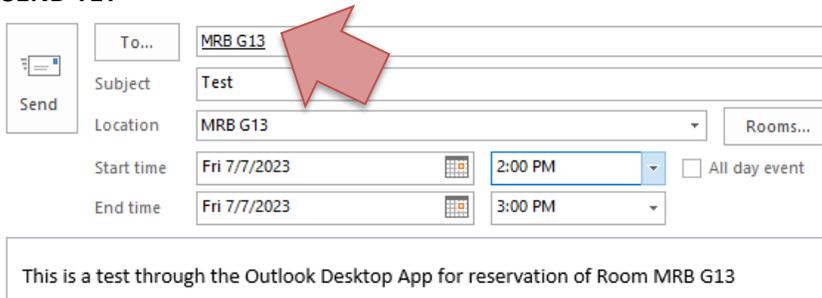


5. In the search bar type **"MRB G13"** and select that option

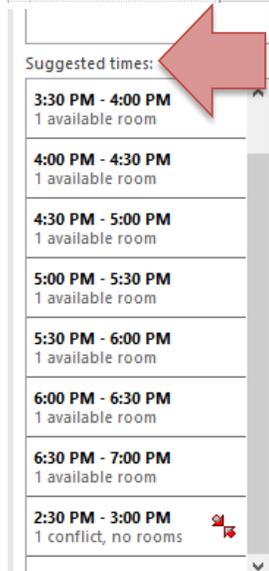
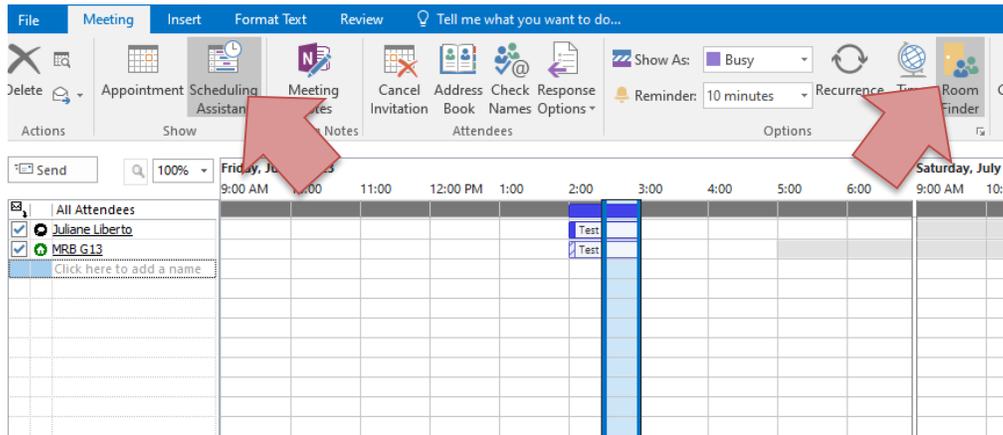


6. When the search bar closes, you should see MRB G13 listed as the recipient, **DO NOT CLICK**

SEND YET

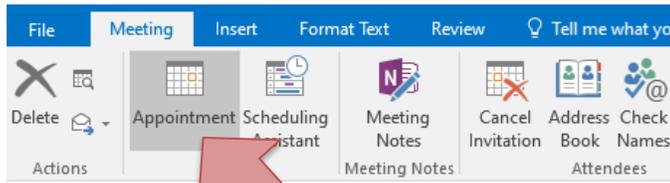


7. Next to confirm the room is available you need to select **Scheduling Assistant** from the upper left menu and click on **Room Finder** to see **Suggested times**



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 your Name** and click **Send**.



The screenshot shows the Microsoft Word ribbon with the 'Meeting' tab 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 meeting form is filled out with the following details:

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.