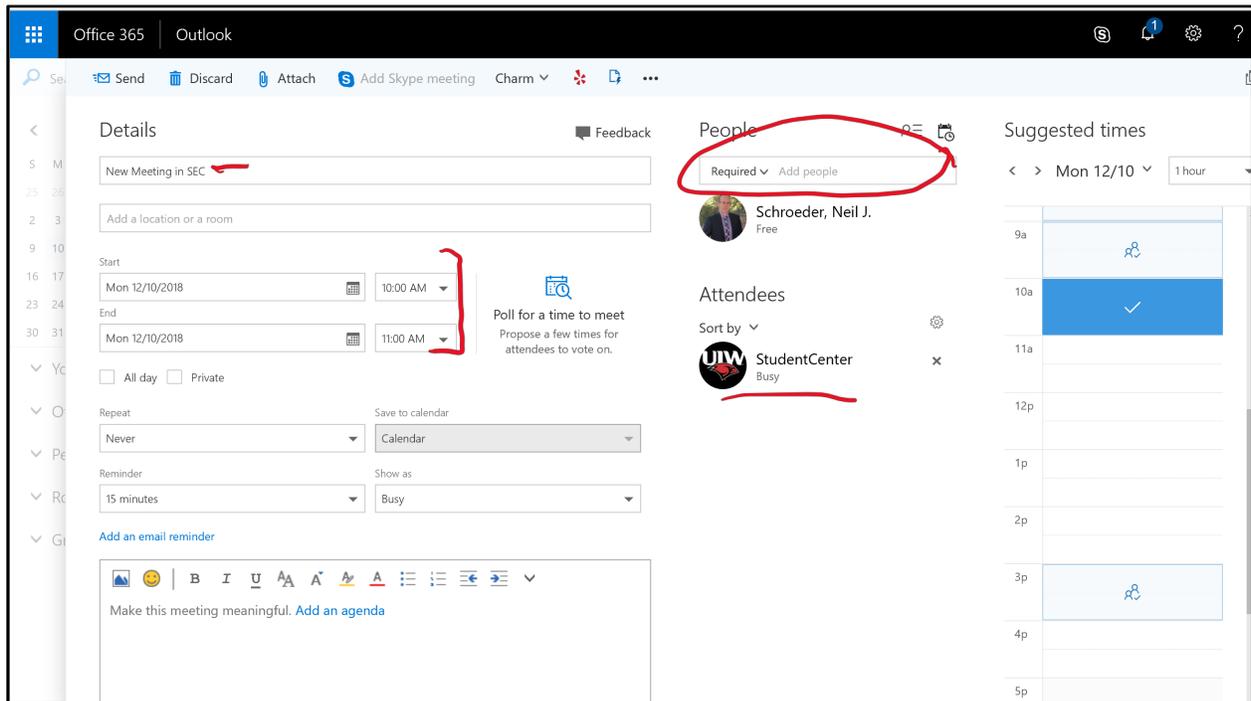
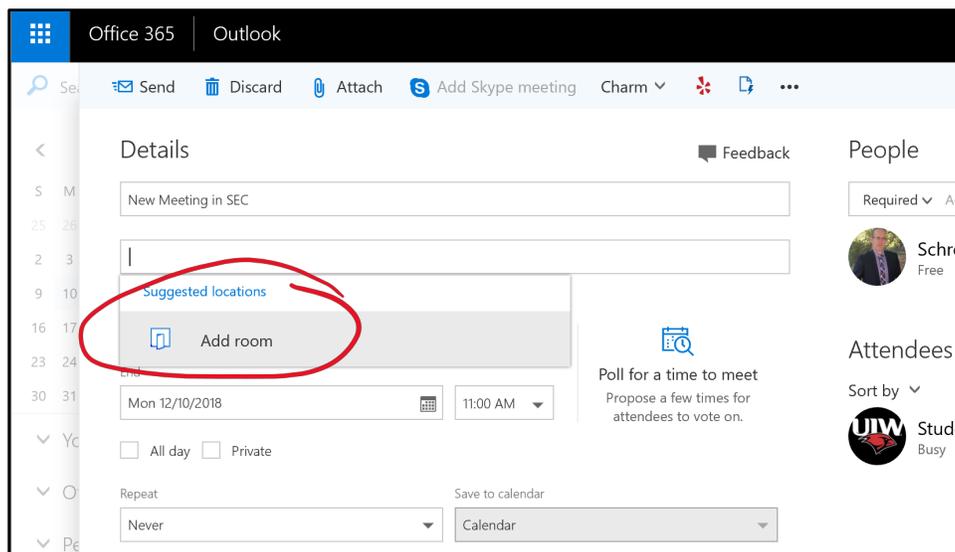


How to Schedule a Meeting in the SEC – Outlook Web Client

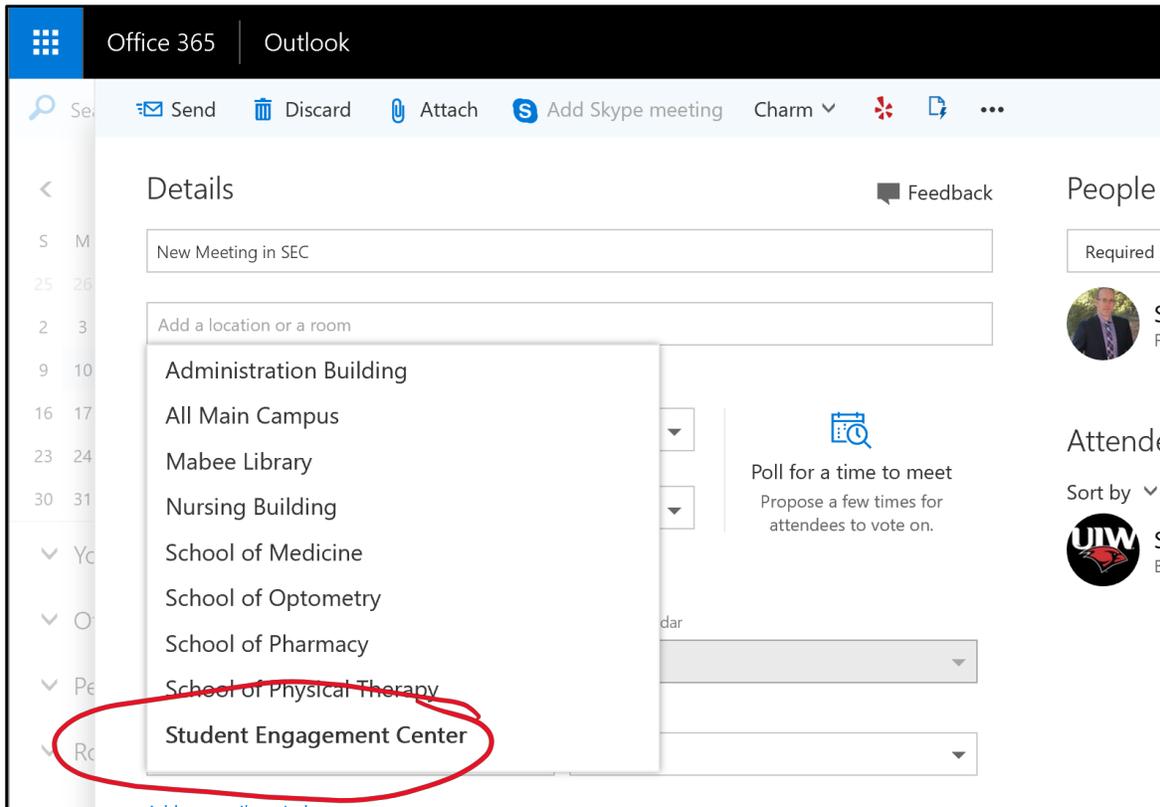
1. In the Outlook web calendar, select “New” to bring up the scheduling screen below. At this point you can add a meeting title and select the desired time. Additionally, at this point you should add “StudentCenter” as a required attendee.



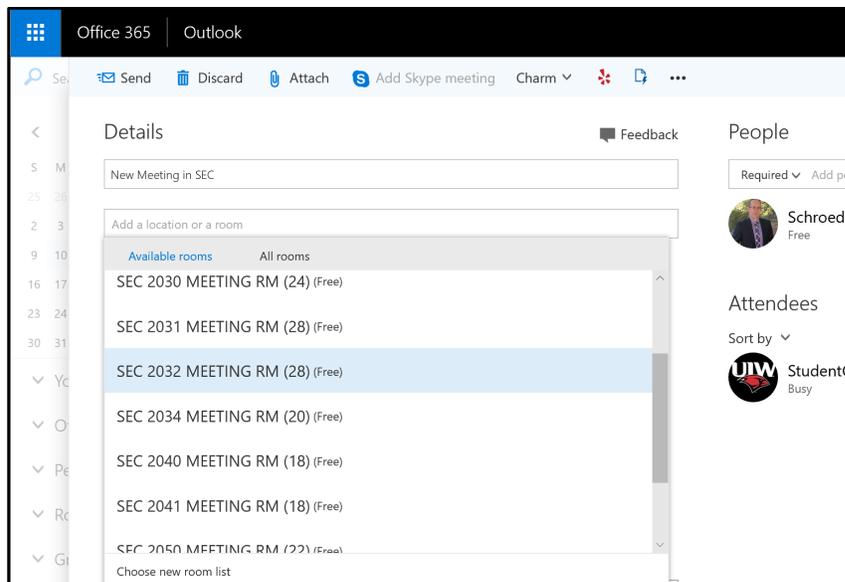
2. Now click in the bar that says “Add a location or a room” and select “Add Room”. There may be suggested locations above the “Add Room”. You do not need to pick one of these.



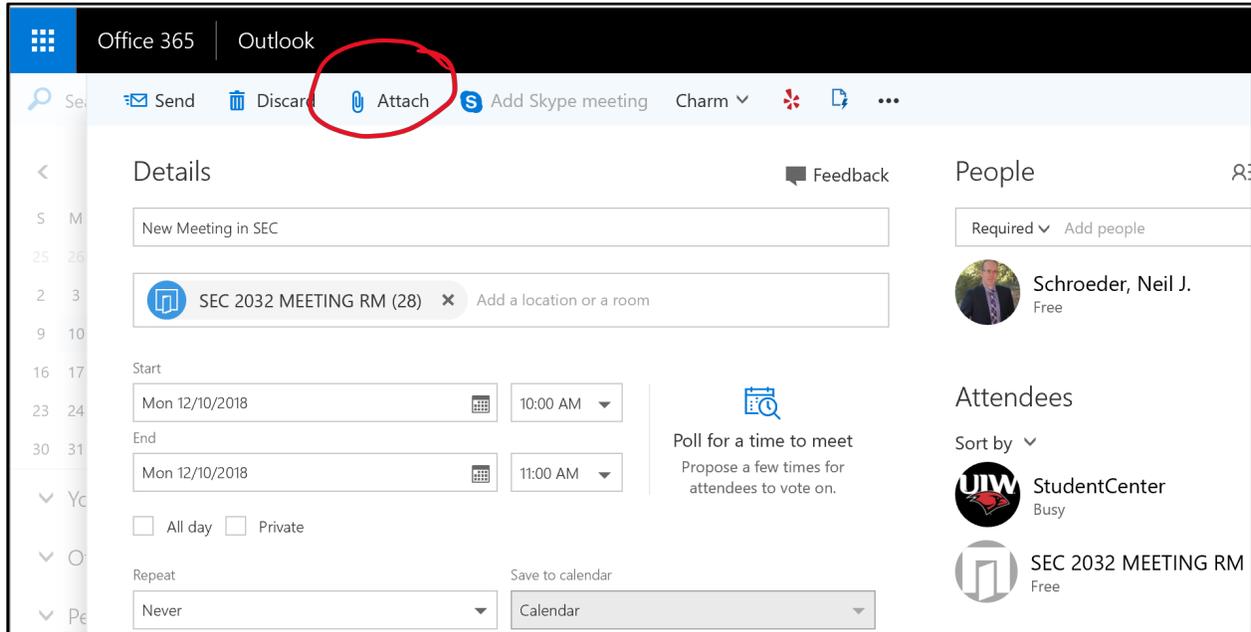
3. Select "Student Engagement Center" from the list presented:



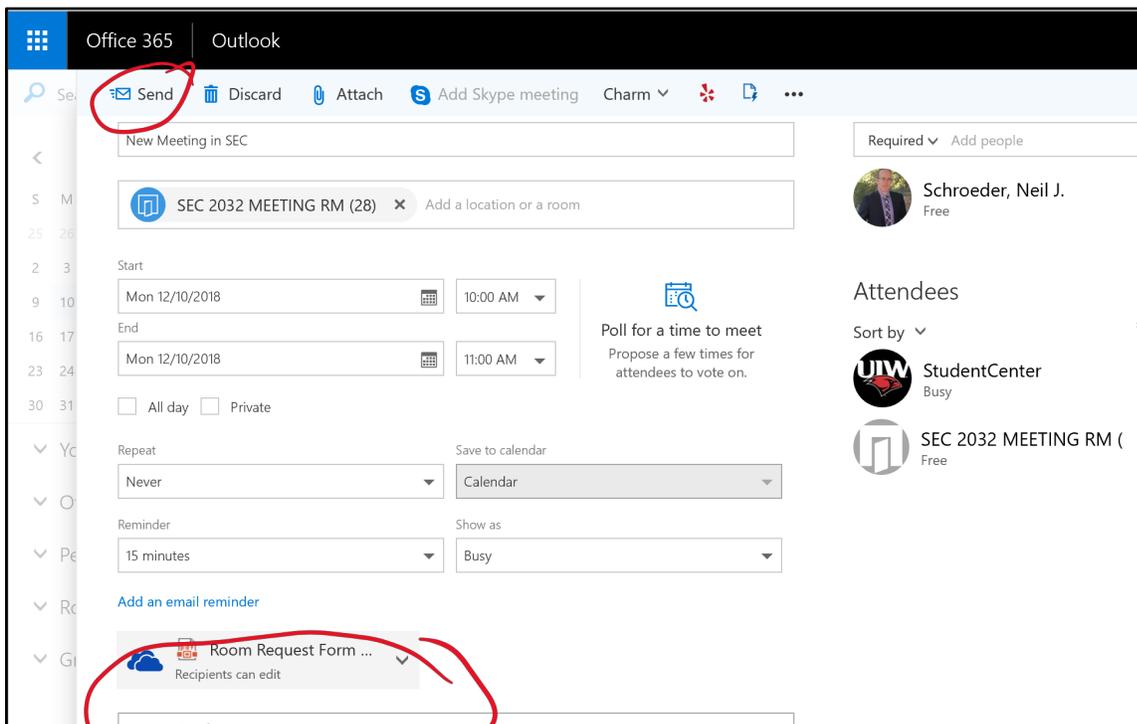
4. You will now be presented with a list of all open rooms. Please note that the number in parentheses indicates the maximum number of people the room will hold. Click on the room you would like for the meeting. The room will be added to required attendee and location.



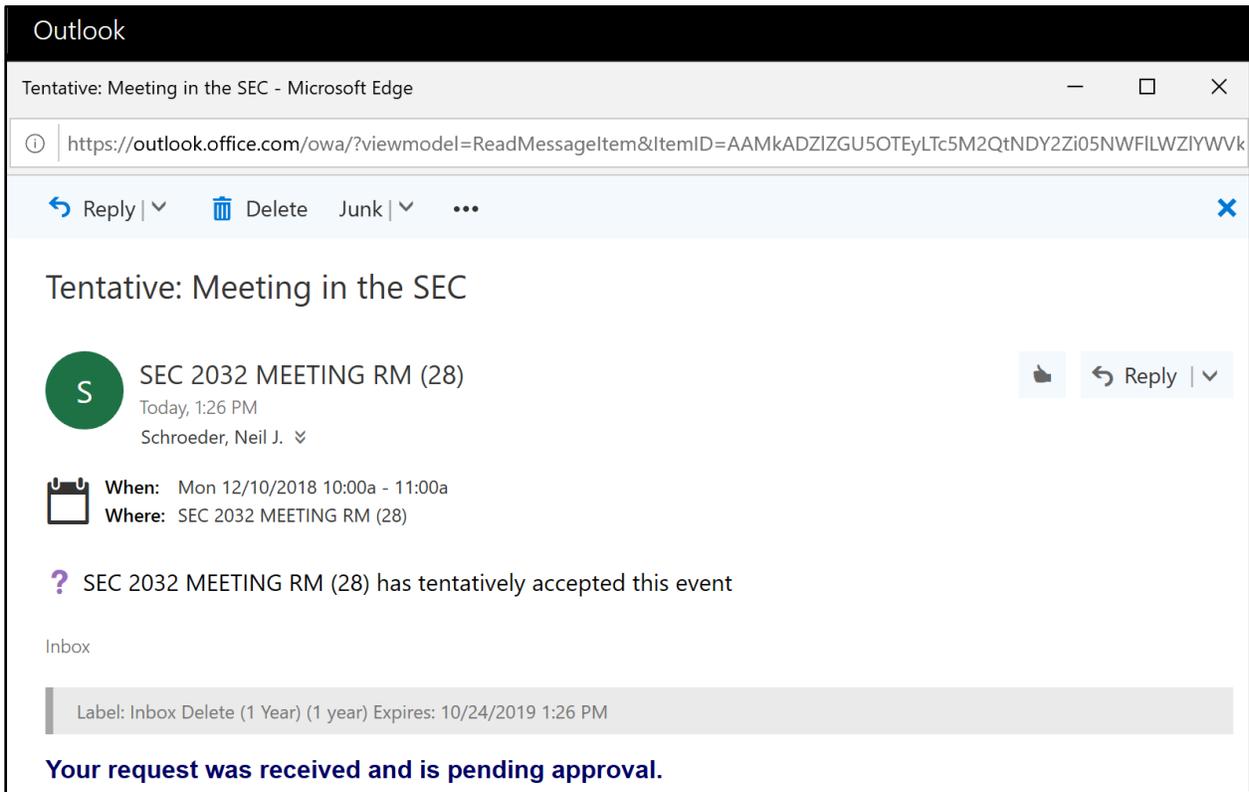
- Before sending please make sure to insert the Room Request Form. The form is available at https://www.uiw.edu/sec/sec_reservations.html. You should have the form filled out and saved in a location you remember. Click the “Attach” tab at the top of the meeting request and select the appropriate Room Request Form in the location you saved it.



- You will now see your attachment in the message. At this point select send.



7. You will receive a tentative reply to let you know the request is received and is being reviewed by the SEC staff. At this point your meeting IS NOT yet fully approved for the selected room.



8. Once you receive the notice below your meeting request for the room has been fully approved. At this point it would be advisable to forward the meeting to your additional participants.

