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

 In the Outlook calendar highlight the date and time for your meeting and select "New Meeting". DO NOT select "New Appointment".

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2. In the Meeting Window you can add a title. Please note that all meetings should invite "StudentCenter" as a required attendee. A best practice is to add all final attendees after the room reservation is fully approved.

3. In order to find an open room in the SEC click on the drop down arrow in the "Room Finder" panel on the right side. See the circled area below.

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Optional Start time	Mon 12/10/2018 ☐ 10:00 AM All day	23 24 25 26 27 28 29 30 31 1 2 3 4 5								
Location	Room Finder	None All Main Campus Mabee Library Nursing Building								
		School of Medicine School of Physical Therapy School of Physical Therapy Student Engagement Center Suggested times: Sog AM. 9:00 AM A Conflicts								

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. Double click on the room you would like for the meeting. The room will be added to required attendee and location.

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Start time	Mon 12/10/2018 🚺 10:00 AM 👻 🗌 All day 🗌 🄮 Time zones	30 31 1 2 3 4 5 Good
End time	Mon 12/10/2018 ☐ 11:00 AM	Show a room list:
Location	SEC 2032 MEETING RM (28)	Choose an exemple room:
		SEC 1013 1ST FLOOR CONCOURSE SEC 1022 RNATE DINING (24) SEC 1520 BALLROOM SEC 2030 MEETING BM (24) SEC 2031 MEETING BM (28) SEC 2034 MEETING BM (20) SEC 2041 MEETING BM (20) SEC 2041 MEETING BM (18) SEC 2041 MEETING BM (18) Suggested times: Se30 AM - 930 AM 12 available rooms Se30 AM - 930 AM 12 available rooms

5. Before sending please make sure to insert the Room Request Form. You should have the form filled out and saved in a location you remember. The form is available on the SEC webpage at: www.uiw.edu/sec/sec_reservations.html. Click the insert tab at the top of the meeting request and then select attach file. Choose browse this PC and select the appropriate Room Request Form in the location you saved it.

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	Location	SEC 2032 MEETING RM (28)	Room Finder	Choose an available room:
				SEC 1013 1ST FLOOR CONCOURSE SEC 1022 PRIVATE DINING (24) SEC 1520 BALKROOM SEC 2030 MEETING RM (24) SEC 2031 MEETING RM (28) SEC 2034 MEETING RM (28) SEC 2044 MEETING RM (18) SEC 2044 MEETING RM (18) SEC 2044 MEETING RM (18)

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

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L.	Room Request Form 12-10-18.pdf 115 K8								SEC 1013 1ST FLOOR CONCOURSE SEC 1013 1ST FLOOR CONCOURSE SEC 1022 PRIVATE DINING (24) SEC 1520 BALLROOM SEC 2030 MEETING RM (24)			
											SEC 2031 MEETING RM (28) SEC 2032 MEETING RM (28) SEC 2034 MEETING RM (20)	
											SEC 2040 MEETING RM (18) SEC 2041 MEETING RM (18)	~

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.

\Box \uparrow \uparrow \downarrow $=$ Tentative: Meeting in the SEC - Meeting Response										
File Meeting Response Adobe PDF RingCentral Phone										
Wed 10/24/2018 1:27 PM										
OSEC 2032 MEETING RM (28)										
Tentative: Meeting in the SEC										
To Schroeder, Neil J.	Schroeder, Neil J.									
When Monday, December 10, 2018 10:00 AM-11:00 AM (UTC-06:00) Central Time (US & Canada).										
Location SEC 2032 MEETING RM (28)										
Accepted O SEC 2032 MEETING RM (28)										
Tentative No attendees have tentatively accepted.										
Declined No attendees have declined.										
 The attendee sent another response after this response. SEC 2032 MEETING RM (28) has tentatively accepted this meeting. 										
Your request was received and is pending approval.										

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.

		A	ccepted: Meeting in the SEC - Meeting Response							
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Wed 10/2	4/2018 1:45 PM									
Stu	StudentCenter									
Accept	ed: Meeting in the SEC									
То	Schroeder, Neil J.									
When Location	Monday, December 10, 2018 10:00 AM-11:00 AM (UTC-06:00) Central Time (US & Canada). on SEC 2032 MEETING RM (28)									
Accepted	StudentCenter; ○ SEC 2032 MEETING	G RM (28)								
Tentative	No attendees have tentatively accepted.									
Declined	No attendees have declined.									
(i) This it Stude	This item will expire in 29 days. To keep this item longer apply a different Retention Policy. StudentCenter has accepted this meeting.									