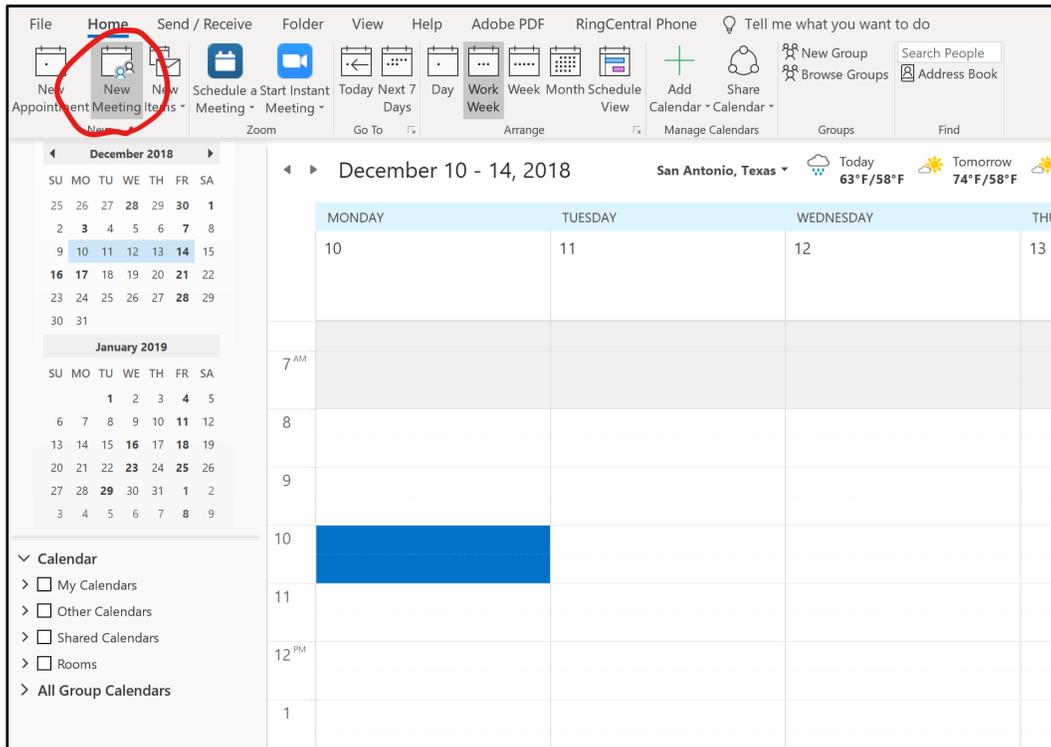


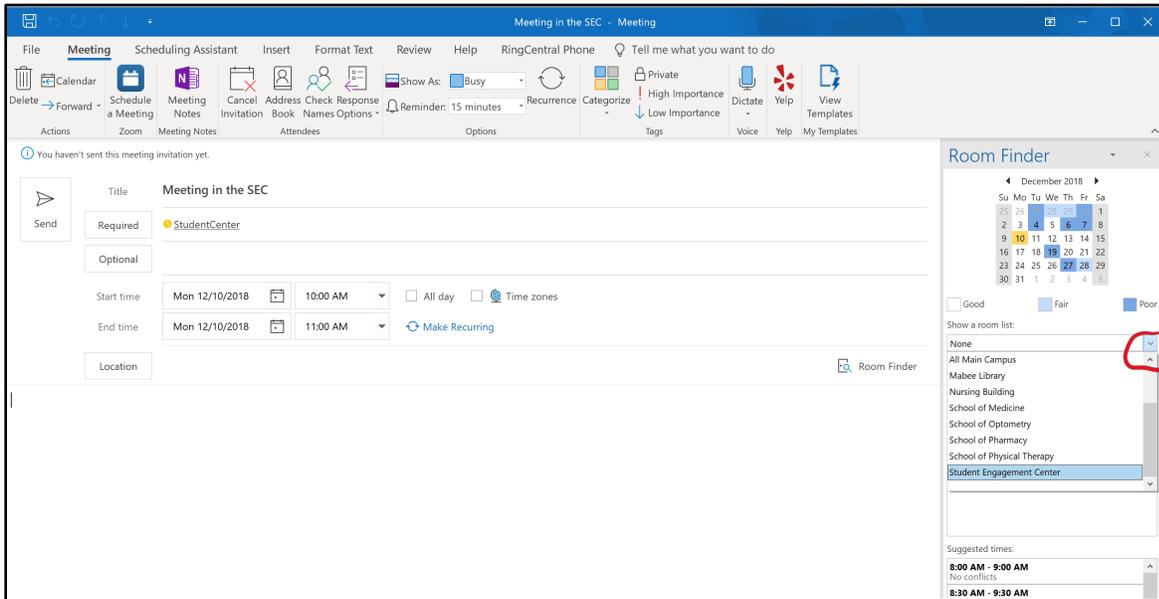
## How to Schedule a Meeting in the SEC – Outlook Windows Client

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

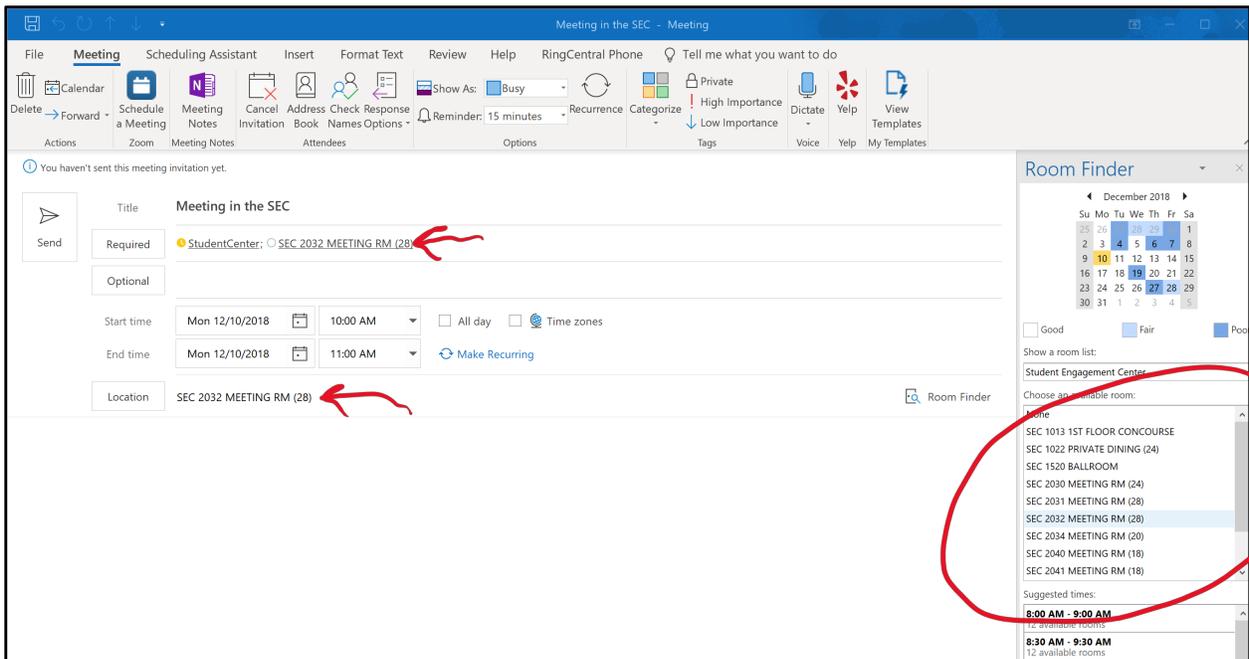


2. In the Meeting Window you can add a title. Please note that all meetings should invite “StudentCenter” as a required attendee. A best practice is to add all final attendees after the room reservation is fully approved.

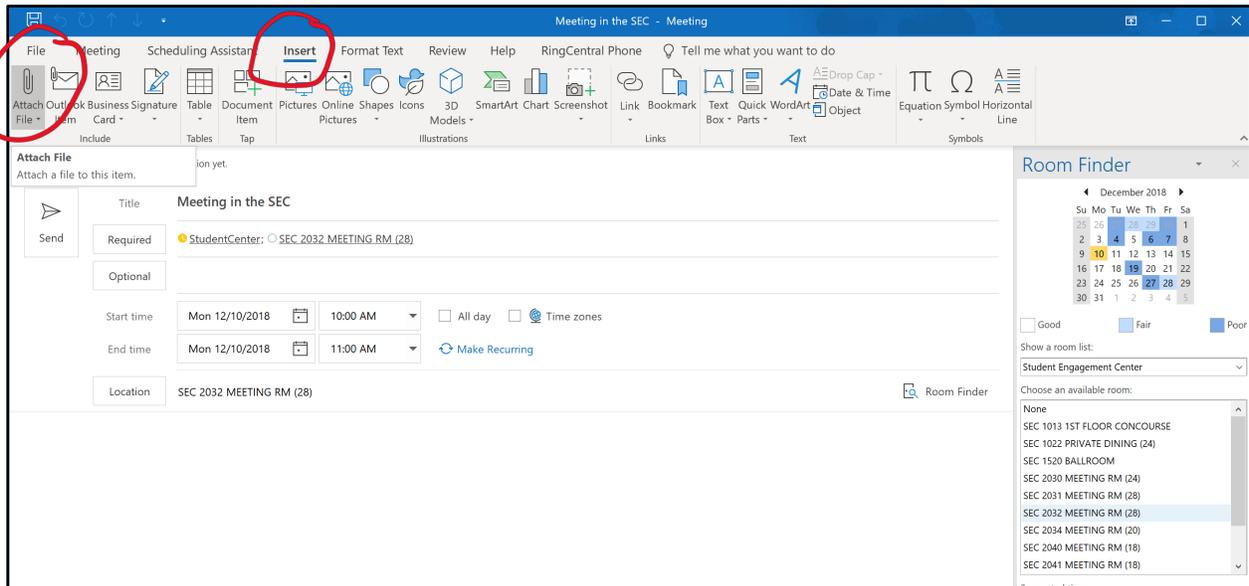
3. In order to find an open room in the SEC click on the drop down arrow in the “Room Finder” panel on the right side. See the circled area below.



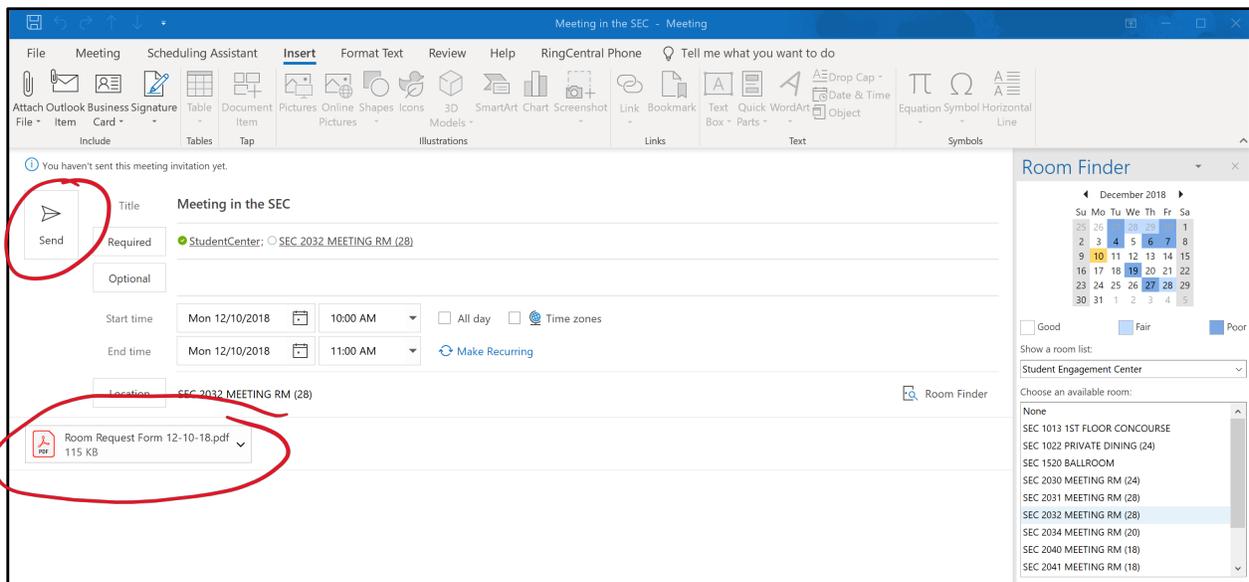
4. You will now be presented with a list of all open rooms. Please note that the number in parentheses indicates the maximum number of people the room will hold. Double click on the room you would like for the meeting. The room will be added to required attendee location.



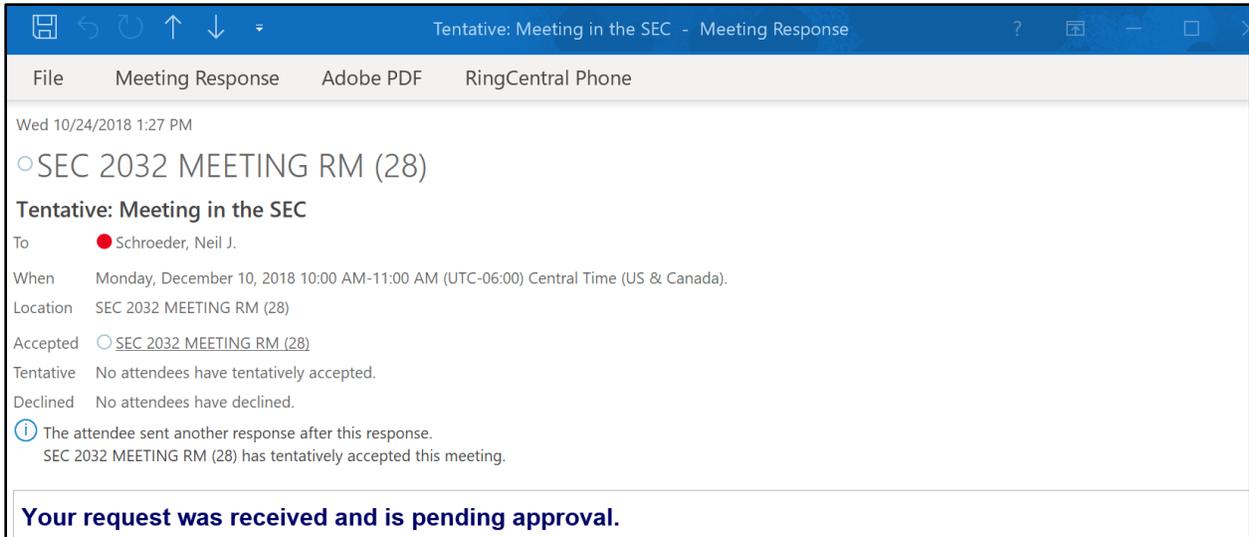
5. Before sending please make sure to insert the Room Request Form. You should have the form filled out and saved in a location you remember. **The form is available on the SEC webpage at: [www.uiw.edu/sec/sec\\_reservations.html](http://www.uiw.edu/sec/sec_reservations.html).** Click the insert tab 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.



6. 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.

