Scheduling the Marquette Wellness Center From Microsoft Outlook

Click on New Meeting

In the Subject line, type in the class you’d like to do on the immersive system (Yoga, Tai Chi, Meditation, Cardio Kickboxing, Latin Dance) or write Workout if you are doing an individual workout. Then click Rooms.
Type in CO-024-MWC, double click on it, and hit OK.

Notice that your meeting request fills in the To line and the Location. Check that your date, start and end time are correct, and click Send to ensure you've reserved the space and wait for an email confirmation either accepting or declining your reservation.