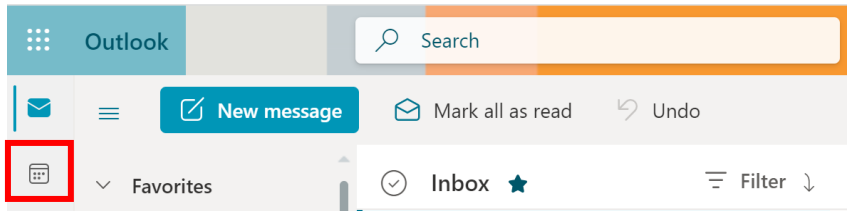




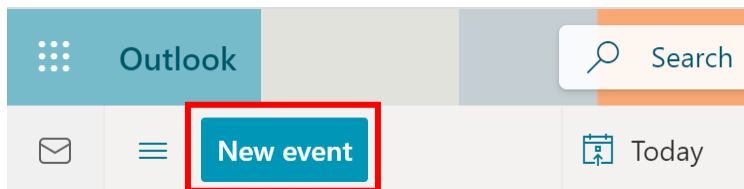
MORRIS FAMILY MULTICULTURAL STUDENT CENTER

Reserving the Morris Family Multicultural Student Center

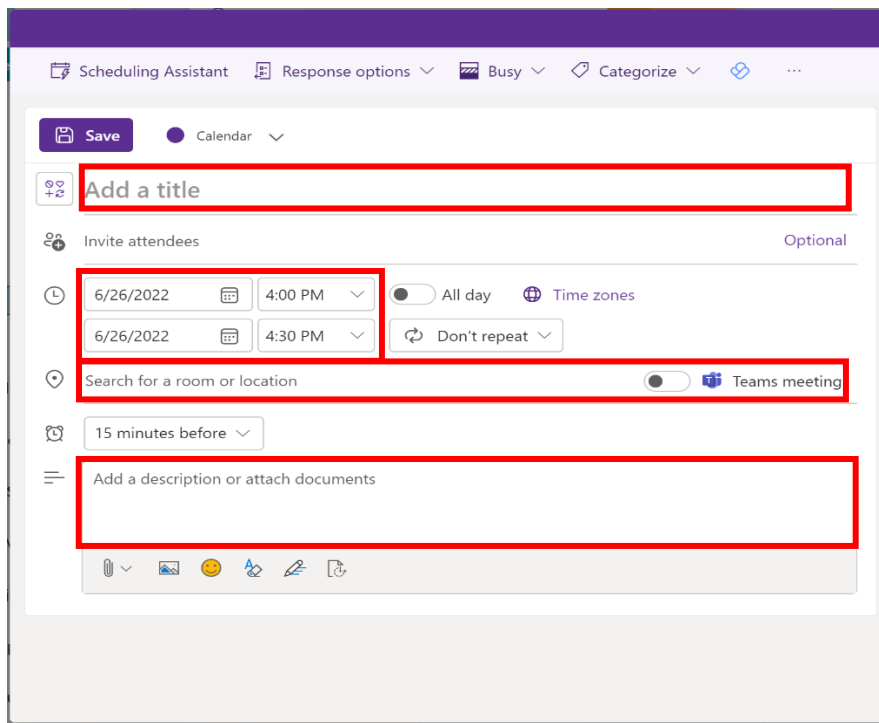
1. Log into your [K-State Webmail](#).
2. Go to your Outlook Calendar by selecting the calendar icon.



3. Click the **“New Event”** button on the top left-hand side. Once the event box appears, begin to fill in the necessary information for your reservation.



4. In the **“Add Title”** section, put the name of your Organization / Department.



5. Select the time and date needed for your reservation.



MORRIS FAMILY MULTICULTURAL STUDENT CENTER

6. Click the text **“Search for a room or location.”**
 0. Type in the room you are looking to reserve (*e.g. msc-204-loc*). Outlook will display whether or not the room is available for the date and time you are requesting.
 1. Click the name of the room you wish to reserve or type in the full room calendar name (*e.g. msc-fangfamilykitchen-loc*) to find a specific room, then select the name of the room.
7. In the **"description box"** please provide the following information:
 - Event type (organization meeting, workshop etc...)
 - Description of event
 - Expected number of attendees
 - How event promotes multiculturalism and enhances the experience of marginalized and underrepresented student populations.
8. When finished, click **"Send."**
9. You should receive an e-mail from that room showing that your request has been submitted. If you do not see this e-mail, please check your Junk email folder.
10. Once we have received and reviewed your request, you will be emailed a confirmation. Please allow 24 hours for this.
11. If you have any questions or need assistance, please e-mail MFMSC@k-state.edu or give us a call at (785) 532-6436.