

## Scheduling an Advising Appointment through Webmail

At UWEC homepage, select **Current Students**, select **Webmail**

1. Enter your username and password
2. Select **NEW, MEETING REQUEST**
3. Select **SCHEDULING ASSISTANT**
  - a. Below your name, **type in advisor's username, then ENTER**  
Kelly Berg-Schwartz is **bergscks**; Meleina Segal is **segama**;
  - b. **Select DATE of appointment.** Available times are indicated by **white boxes**.
  - c. **Click on white box to select date/time.** Time allotment is **30 minutes**.
4. Select **APPOINTMENT** tab
  - a. Type in subject as **ADV – Your name and phone number**
  - b. For new advisees changing majors to MCEA or SPED, type in subject as **CM – Your name and phone number.** Type in location as **B154**.
  - c. Click **SEND.** *You will not receive a response unless there is a need to reschedule.*

If you have difficulty using webmail, please contact our front desk at 836-3671 or visit Brewer Hall 154 to schedule an appointment.