Copy Counseling Meetings

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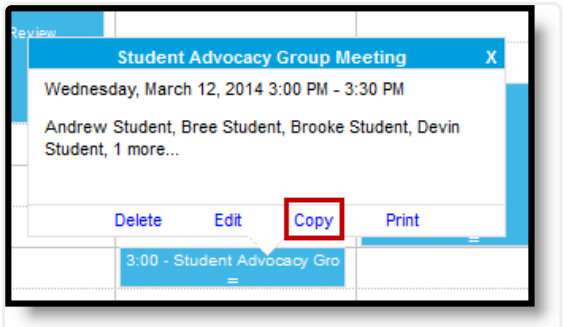
Tool Search: Counseling, Meetings

To copy a meeting, select the meeting in your calendar and click **Copy**. A copy of the meeting opens.



Copy an Existing Meeting

Copying a meeting creates a new instance of the meeting so you can make changes to the new meeting without affecting the old one.

For example, use the copy option to make a new instance of a meeting with the same Agenda, Purposes, etc, but different participants.

Recurrence parameters and attached files do not copy to the new meeting. All other fields are copied to the new meeting.

See the Schedule Counseling Meetings article for more information about entering information on the meeting editor.