

# Meetings

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**Classic View:** Student Information > Counseling > Meetings

**Search Terms:** Counseling, Meetings

The Meetings tool allows counselors to schedule meetings for students, staff, and others. With this tool counselors can schedule and modify meetings, view their calendar, and send meeting notifications. Users with meetings administrator tool rights also view other users' meetings.

See the [Counseling Tool Rights](#) article for information about rights needed to use this tool.

## What do you want to do?

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