Meetings

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Tool Search: Counseling, Meetings

The Counseling 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 the 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?

- Schedule Counseling Meetings
- Modify Counseling Meetings
- Copy Counseling Meetings
- Delete a Counseling Meeting
- View Your Counseling Meetings Calendar
- Printing and Reporting (Counseling Meetings)
  - Print Counseling Meetings
  - Print Your Counseling Calendar
  - Reporting Options for Counseling Meetings
- Understand Meetings Tool Rights
- Send Counseling Meeting Notifications
- Manage Custom Counseling Meetings Fields in the Attribute/Dictionary