

Meetings - Start here

Last Modified on 08/04/2026 2:25 pm CDT

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.

Tutorials

- [Counseling Meetings video](#)

How-to guides

Schedule meetings

- [Schedule meetings](#)
 - [Schedule a recurring meeting](#)
- [Add meeting participants](#)
 - [Save a participant list as a filter](#)
- [Attach files to a meeting](#)
- [Add meeting outcomes](#)
- [Save a meeting and send notifications](#)

View meeting calendar

- [View your meetings calendar](#)
 - [View options](#)
 - [Filter options](#)

Modify existing meetings

- [Click and drag a meeting](#) to change the day and/or time
- [Select and edit a meeting](#)
 - [Edit a recurring meeting](#)
- [Send notifications for meeting updates](#)

Additional actions

- [Copy meetings](#)
- [Delete meetings](#)
 - [Delete recurring meetings](#)

Print and report options

- [Print meetings](#)
- [Print your meeting calendar](#)
- [Generate a meeting report](#)

Explanation

- [Schedule meetings contact log logic](#)

Reference

Field descriptions

- [Schedule Meeting detail fields](#)
- [Participant list fields](#)

Ad hoc inquiries

- [Meeting fields in the Query Wizard](#)

Administrator setup

- [Counseling Tool Rights](#)
- [Manage meeting fields in the Attribute/Dictionary](#)