

School Appointment Calendars

Guests visiting counselors, principals, administrators, or teachers should have an appointment. Appointments will be maintained on the school's appointment calendar in Outlook.

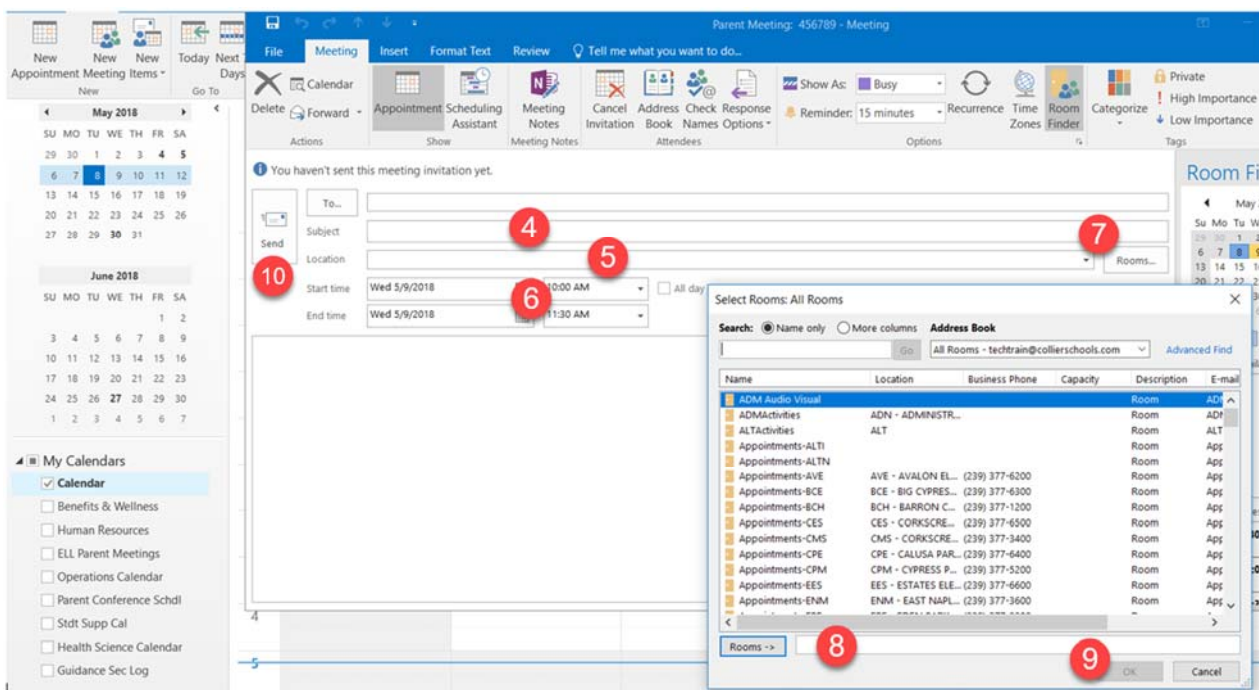
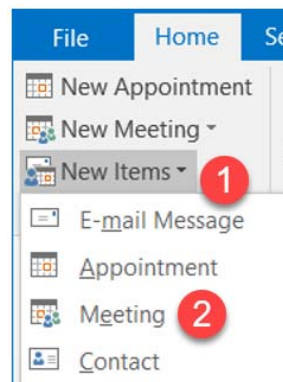
Facts about the School Appointments Calendar

- Calendar naming conventions are "Appointments-SCH". For example, Osceola Elementary's appointment calendar would appear in the following manner "Appointments-OES".
- You can only create appointments on your assigned school calendar.
- You can only cancel your own meeting appointment.

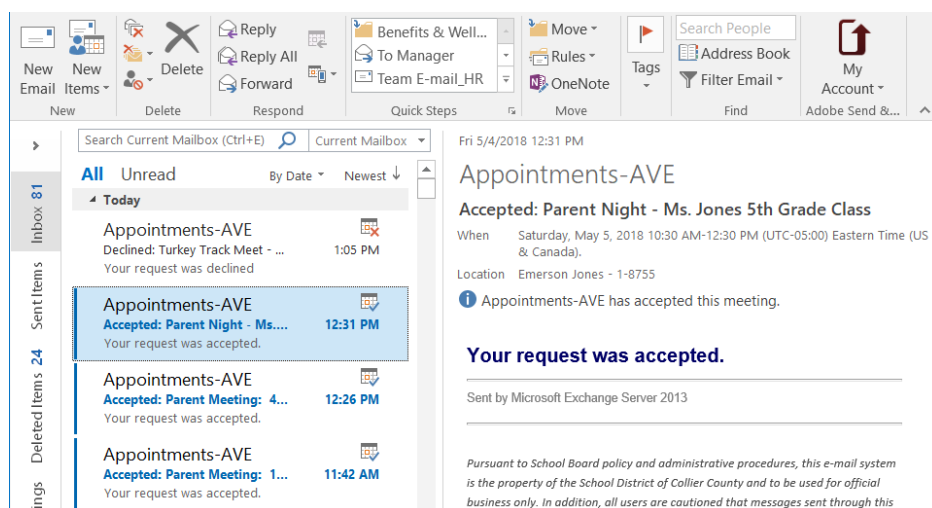
Schedule a meeting (appointment)

From your Inbox:

1. Select **New Items**.
2. Select **Meeting** from the drop-down.
3. The Meeting Request screen will display.
4. In the **Subject** box, enter the type of meeting (be brief). For example, Parent Meeting: 427156 or Delivery: Pizza Hut or Vendor: Leonards)
5. In the **Location** box, enter your Name and the Room Number or location the meeting is to be held. For example, Janet Johnson-1-114 or Mike Hayes-Cafeteria
6. Select the **Start and End Date and Time**.
7. Click the **Rooms** button (to the right of the location field) and search for your school appointment calendar.
8. Double-click the appointment calendar for your school to select it. Your school appointment calendar will display in the rooms field at the bottom.
9. Click OK.
10. You will be asked "do you want to update the location as well", Click **NO**.
Note: This occurs because you entered text in the location field.
11. Click **Send**.
12. The meeting request will be sent to the school's appointment calendar and you will receive an auto-accept email confirmation.

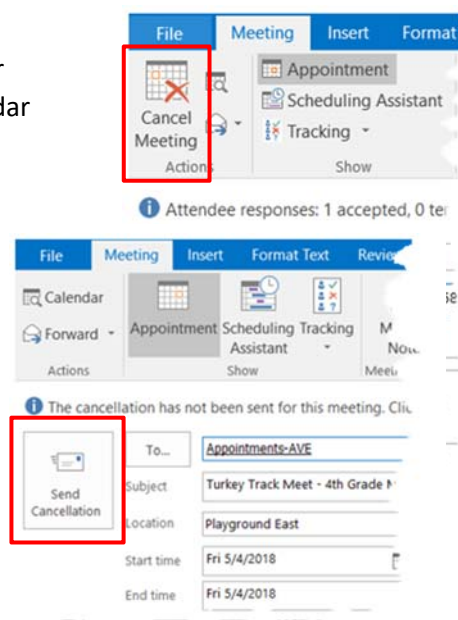


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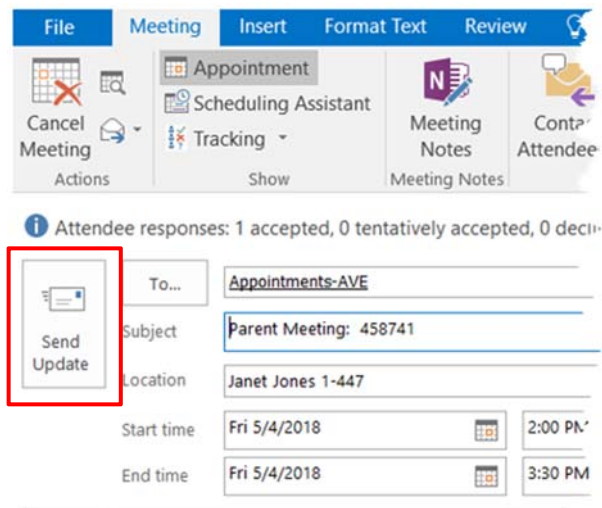
Cancel a meeting (appointment)

1. Click the **Calendar icon** at the bottom of the screen to switch to your calendar. Note: Under My Calendar, make sure you have the calendar named "Calendar" checked.
2. Locate the meeting on your calendar.
3. Double-click the meeting to open it.
4. The meeting request screen will display.
5. On the ribbon, click **Cancel Meeting**.
6. The meeting form will change into a meeting cancellation form.
7. Click **Send Cancellation**.
8. The Meeting will be removed from the school's appointment calendar.



Edit a meeting (appointment)

1. Click the Calendar icon at the bottom of the screen to switch to your calendar.
Note: In the "My Calendar" section of the navigation pane, make sure you have selected the calendar named "Calendar" checked.
2. Locate the meeting on your calendar.
3. Double-click the meeting to open it.
4. The Meeting request screen will display.
5. Make changes as needed.
6. Click Send Update.



School Appointment Calendars

Declined meetings (appointments)

If you schedule a meeting that conflicts with another meeting/appointment on your calendar, you will receive a decline meeting notification and the appointment will not be placed on the calendar.

The screenshot shows an Outlook interface. On the left, a list of appointments is displayed under the 'Today' and 'Monday' sections. The top appointment is 'Appointments-AVE' with a status of 'Declined: Turkey Track Meet...' and a time of 1:10 PM. Below it is another 'Appointments-AVE' entry, also declined, at 1:05 PM. The next entry is 'Appointments-AVE' with a status of 'Accepted: Parent Meeting: 4...' and a time of 12:14 PM. Below that is a 'Generic, TechTrain' entry for a 'Parent Meeting: 123456' at 11:38 AM. The 'Monday' section shows a 'Generic, TechTrain' entry for a 'Meeting with Parent (424322-Fr...' at 1:44 PM, and another 'Appointments-AVE' entry for an 'Accepted: Meeting with Little C...' at 1:42 PM. At the bottom of the list is another 'Generic, TechTrain' entry.

The main pane shows the details of the declined meeting: 'Appointments-AVE' with the subject 'Declined: Turkey Track Meet - 4th Grade Moms'. The 'When' field shows 'Friday, May 4, 2018 3:00 PM-4:30 PM (UTC-05:00) Eastern Time (US & Canada)'. The 'Location' is 'Playground East'. A message icon indicates a problem: 'We couldn't find this meeting in the calendar. It may have been moved or deleted. Appointments-AVE has declined this meeting.' Below this, a bold message states: 'Your request was declined because there are conflicts.' The conflicts are listed as: 'Organizer and Time of Conflicting Meeting: Generic, TechTrain - Friday, May 4, 2018 2:00:00 PM to Friday, May 4, 2018 3:30:00 PM'. A note at the bottom states: 'All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)'. The footer indicates 'Sent by Microsoft Exchange Server 2013'.

Calendar Editors:

Facts about the Schools Appointment Calendar

- Only the Office Manager has Editor Permissions to the schools Appointment Calendar.
- The Office Manager will have to manage permissions to the school Appointment Calendar. Note: This calendar is handled in the same manner as the school activities or lab calendars.

Viewing the Calendar

Any meeting invite sent from your account will appear on your personal Outlook Calendar in the My Calendars section.

1. Click the Calendar icon at the bottom of the screen to switch to calendar mode.
2. Under My Calendar, make sure you have the calendar named "Calendar" checked.

The screenshot shows the Outlook interface in calendar mode. The top ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'ADOBE PDF', and 'Tell me what'. The 'View' tab is active, showing options for 'New Appointment', 'New Meeting', 'New Items', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', and 'Groups'. The main area displays a calendar for 'April 29 - May 5, 2018'. The 'Calendar' section is expanded, showing a grid with a red circle '3' over the date '1' (May 1st). The 'My Calendars' section is visible on the left, with a red circle '2' over the 'Calendar' checkbox, which is checked. Other calendars listed are 'Benefits & Wellness', 'Human Resources', and 'Guidance Sec Log'. A red circle '1' is placed over the calendar icon in the bottom-left corner of the Outlook window.