

Documenting Parent Conferences in Outlook

Documenting Parent Conferences Using Your Outlook Calendar

1. Open your calendar in Microsoft Outlook.
2. Click on the New button.
3. Set the correct date and time.
4. Set a reminder! You can choose many different options on this one.
5. Time the notes of the parent conference in the Notes section of the appointment window.
6. Be sure to Save & Close.
7. You can print them out later if needed.

A screenshot of the Outlook Appointment window. The window has a title bar 'Untitled' and a menu bar with 'Appointment', 'Insert', 'Format Text', 'Developer', and 'Add'. Below the menu bar is a ribbon with several groups of buttons. The 'Appointment' group contains 'Save & Close', 'Invite Attendees', and 'Forward'. The 'Appointment Scheduling' group contains 'Appointment' and 'Scheduling'. The 'Options' group contains 'Show As', 'Reminder: 15 minutes', 'Recurrence', 'Time Zones', 'Categorize', 'Spelling', and 'Meeting Notes'. A red circle is drawn around the 'Save & Close' button. A blue speech bubble with the text 'Set yourself a reminder!' points to the 'Reminder: 15 minutes' dropdown. Below the ribbon, there is a status bar that says 'This appointment occurs in the past.' followed by fields for 'Subject: Type the student's last name here', 'Location: Put the location of the meeting here', 'Start time: Wed 9/8/2010 1:00 PM', 'End time: Wed 9/8/2010 3:00 PM', and an 'All day event' checkbox. A blue arrow points to the 'End time' field with the text 'Set the correct date and time'. Below these fields is a large text area with the prompt 'Add notes of the parent conference here'.