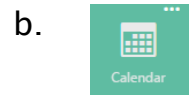


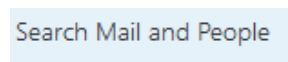
How to Make an Appointment with Your Counselor

Appointment Instructions:

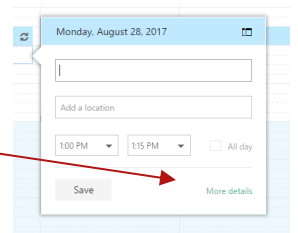
1. Open the Fort Collins High School Webpage
2. Open Outlook Web Mail under Quick Links
3. Open the Calendar App in Outlook



4. Type your counselor's name in Search Calendar (do not hit return)
5. Click on your counselor's email

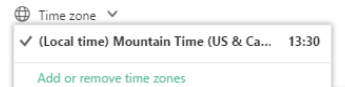


- a. Pick a day and time that your counselor is available
 - i. Make sure this is during an off period
- b. Click on an available time and select **more items**

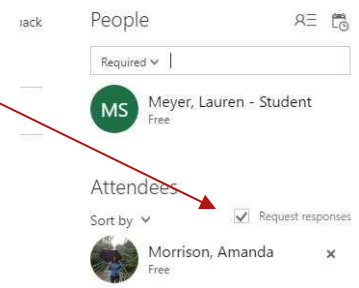
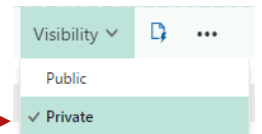


6. Type your full name and the reason for the meeting in **Add a Title**

- a. Leave **Add a Location** blank
- b. Make 15 minute appointments only
 - i. Appointments can be made from 7:20 a.m. to 3:15 p.m.
 - ii. Seniors – Senior Meetings should be an hour
- c. Make sure your **time zone** is correct



- d. Under **Visibility**, mark select **Private**
- e. Under **People**, type in your counselor's name and make sure the **Request responses box** is checked
- f. Hit **Send**



Your counselor must **“accept”** the meeting before your appointment is valid.

Counselors:

Brett Fedor (Fedor Brett), A – D, Foreign Exchange

Kristin Flanagan (Flanagan Kristin), E – G, ELD

Alyssa Statz (Statz Alyssa), H - K, S

Anna Morris (Morris Anna), L - Q

Tanya Vigil (Vigil Tanya), R, T – Z, AVID

Cindy Benger (Benger Cindy), Gifted and Talented

