

Contacting and Creating a Meeting with Career Services



Step 1:

Log into any campus computer.
From the Desktop, open
Microsoft Outlook 2013

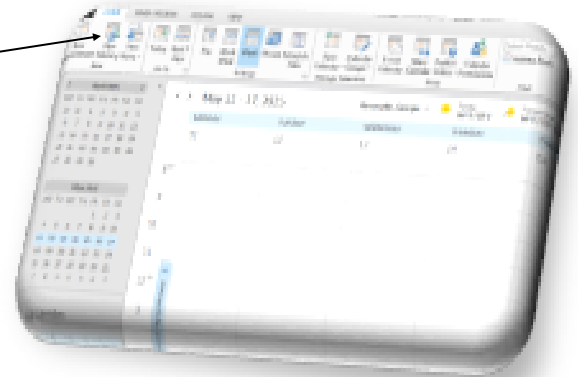


Step 2:

In the bottom left corner,
select "Calendar" from the list

Step 3:

In the upper left corner,
select "New Meeting"



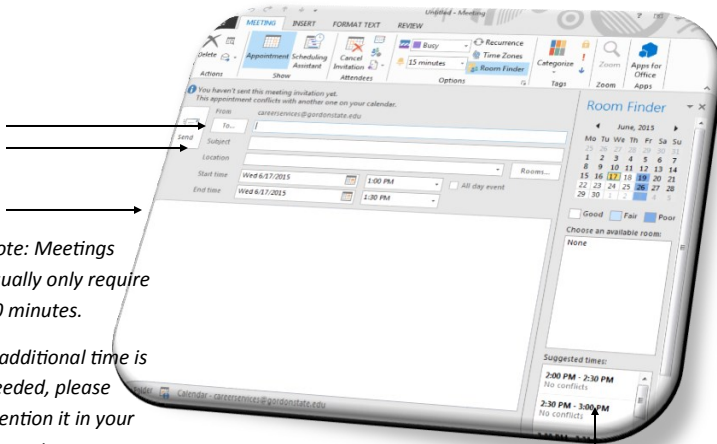
Step 4:

Insert the following information into your request:

1. Reason for your Meeting
2. The Date (not the time) you would like to meet
3. A brief note explaining the purpose of your request

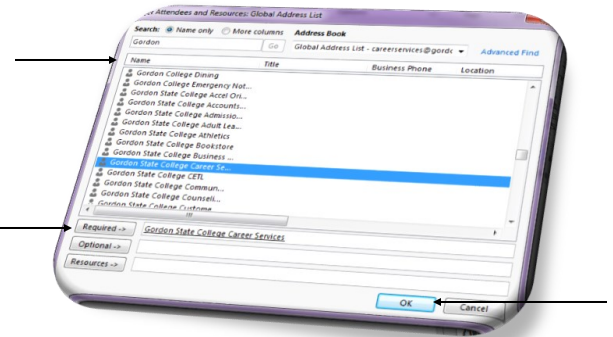
Step 5:

Select the "To..." button and type
"Gordon State College Career Services"
in the search bar. Click the "Required" button, then click "OK"



Note: Meetings usually only require 60 minutes.

If additional time is needed, please mention it in your request.



Step 6:

In the lower right corner is a list of suggested times.

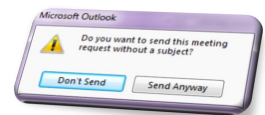
Scroll through the list and select a time that does not conflict with the Career Services calendar.

If there are no available times, simply change the requested date, and find a time that agrees with both schedules. Click the available time and it will automatically change the time in the request.

Step 7:

Click the "Send" button and then Click "Send Anyway" as the location will always be in the Student Center Room 222

You're Request is Sent!! You will receive an email within 24 hours from Career Services confirming your request.



IMPORTANT: If you will not be able to attend your scheduled appointment, simply open the appointment in your Outlook Calendar and press the "Delete" button in the top left corner. This will remove it from both calendars, thus eliminating the need for phone calls and drop-ins. Also, if you need to reschedule, you can open the appointment in your calendar and follow Steps 4-6 to reschedule.