50th Reunion Outreach Note Maintenance

Launch the 50th Reunion Portal (go.carleton.edu/50thvol)
Choose your class on the 50th Reunion Portal to access the Report Portal and Email Lists. Here you will find the Outreach Assignments Report which is where Outreach Notes are managed.

When prompted to log in, use your network login and Click OK.
On the Outreach Assignments Report, below each assignment, you will see:

1. Add a New Reunion Outreach Note (if none exist) like this:
   
   **Notes:** Add a New Reunion Outreach Note

2. Outreach Note (if one exists) similar to this:
   
   **Notes:** AWK-01/02/2014-This is a test to add an Outreach Note.

When you see the blue hyperlink option, it means you may click on it to:

- Edit (in the case of an existing Outreach Note)
- Add a new note (in the case where none exist)

**Edit an existing Outreach Note**
Click on the hyperlinked Outreach Note to take you to a new window where the existing note will be populated and available to edit.

- If you desire to add to the existing note and keep the current content, simply click at the first character of the text before you begin typing to assure your most recent comment is the first to show up. (identified by the red arrow in the picture below)
- To remove any existing text, highlight it and hit the delete key.

- If you want to remove any modifications you made to the text, click the Cancel button.
- If you are happy with the text changes, **click the Finish button.**
Add a New Outreach Note
Click on the hyperlink Add a New Reunion Outreach Note to take you to a new window where an empty text box to enter a new note exists.

- If you didn’t mean to add a new note, click the Cancel button.
- After adding the desired note in the text box, **click the Finish button.**