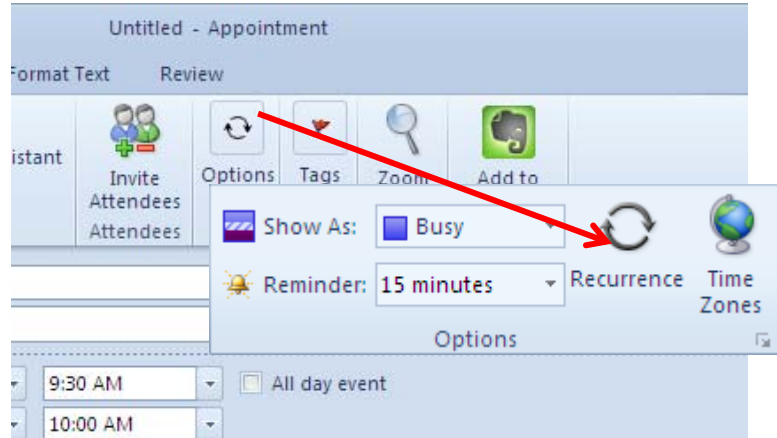


# Recurring Appointments

From your new appointment window:

Click Options

Click Recurrence

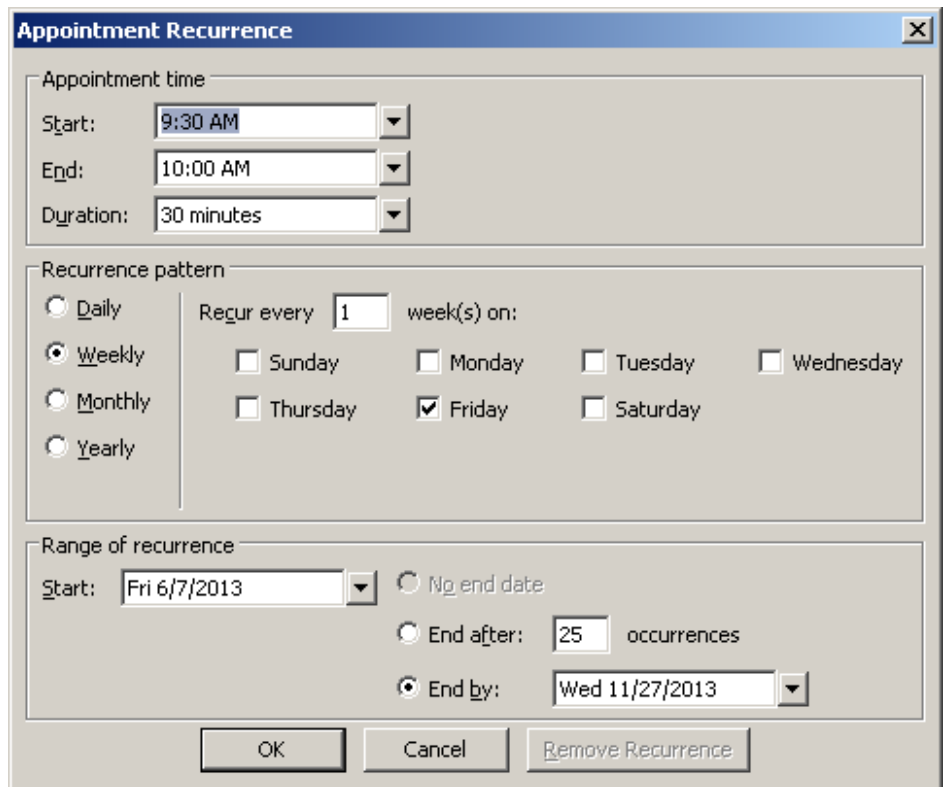


You must select a recurrence pattern - in this example, this meeting is set up to recur every Friday until November 27, 2013

If you wanted this meeting to be every other Friday, then change this to show Recur every 2 weeks

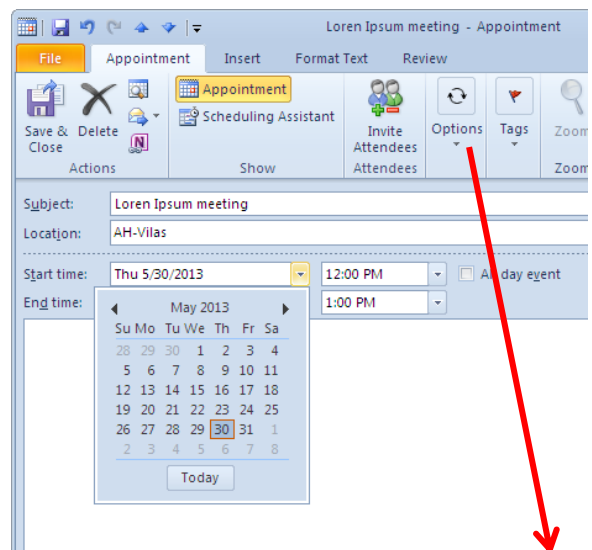
Choose the Start date - the first date of your meeting

You can choose for the recurrence to last for a number of occurrences, or to end by a set date - choose whichever you prefer

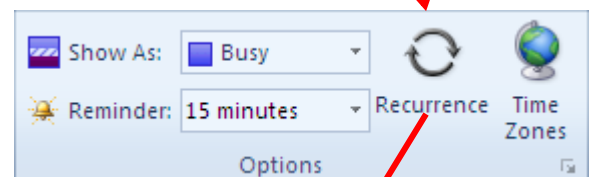


You can make any appointment a recurring appointment by opening the appointment -

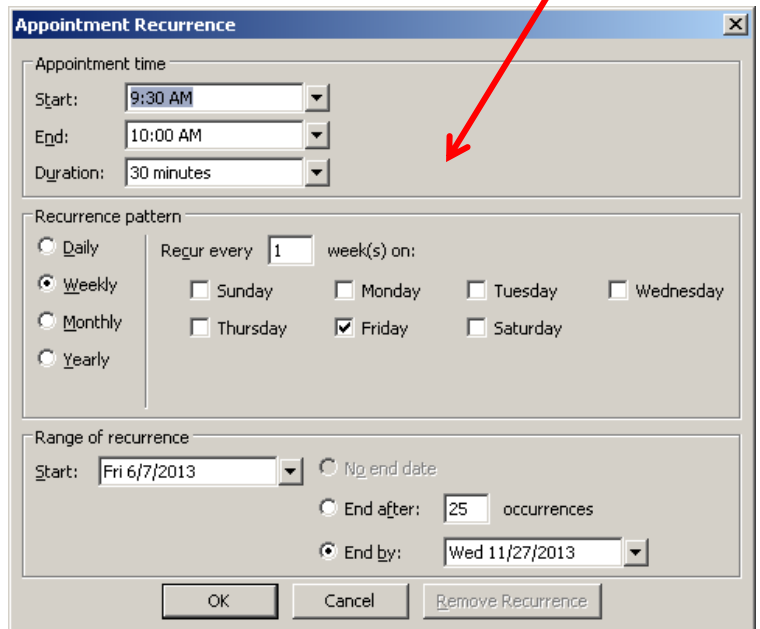
Click Options



Then Recurrence



Configure your choices



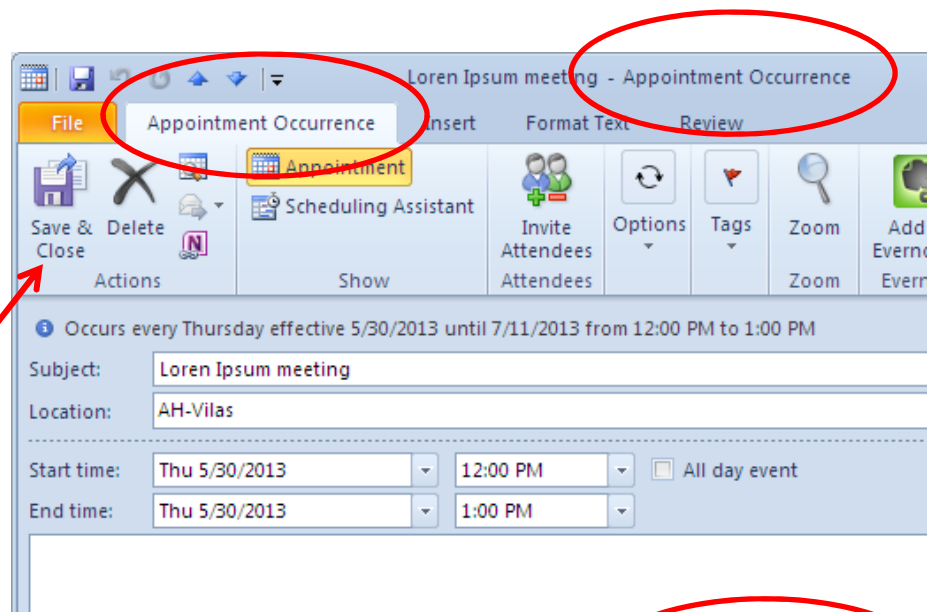
Need to change a recurring appointment?

Double-click on the appointment and you are given the option to edit this single occurrence or the series



By selecting "Open this occurrence", you can make a change to ONE specific meeting

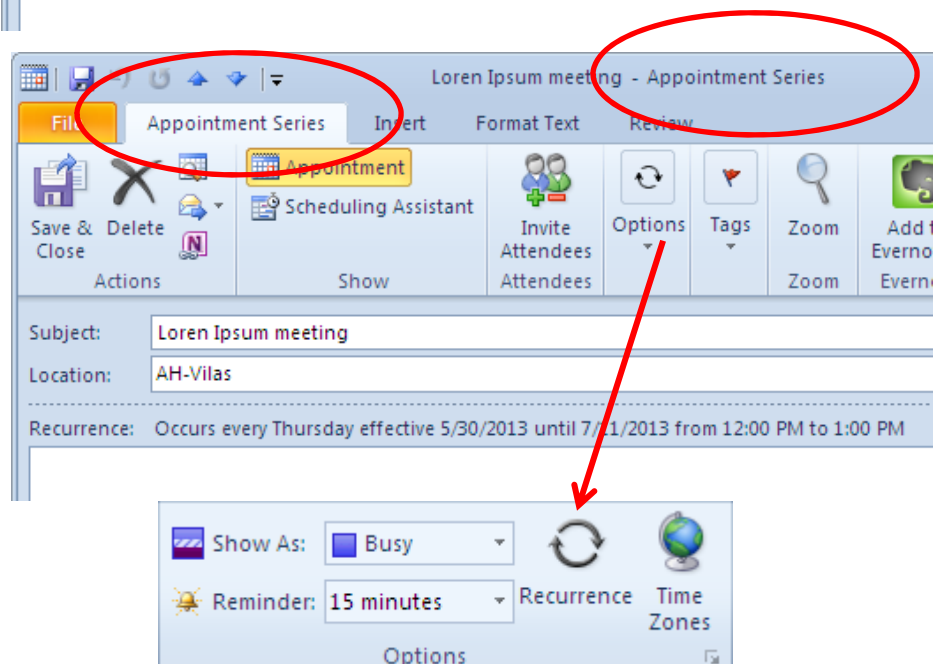
Click Save & Close when finished



By selecting "Open the series", you can make a change to EVERY meeting in the series

To change the Recurrence options, click Options

Click Recurrence



Make the necessary changes  
Once your changes are  
complete, click OK

Remember to click  
Save & Close to save your  
changes

