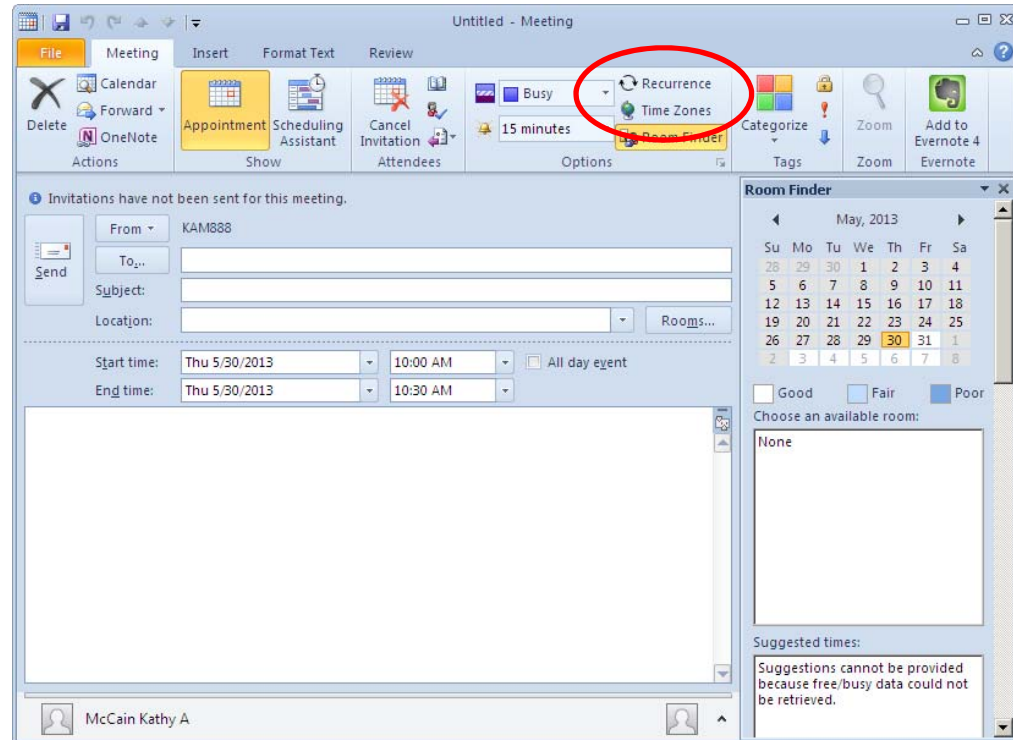


Recurring Meetings

To make your new or existing meeting a recurring meeting,

Click Recurrence in the Options group

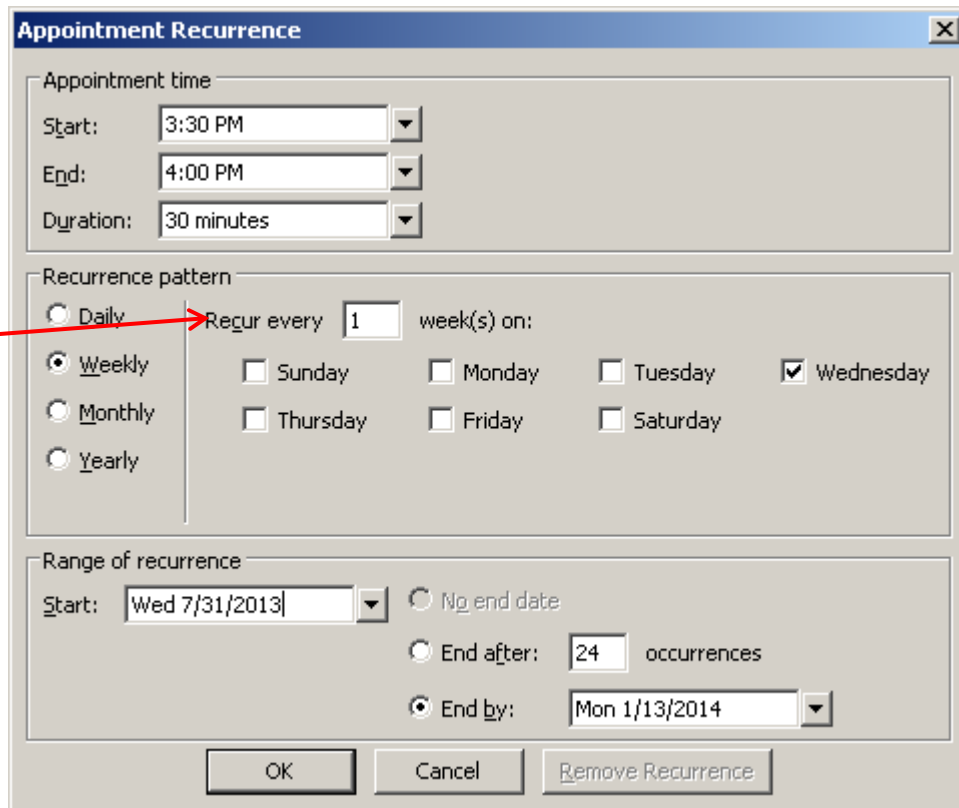


You must select a recurrence pattern - in this example, this meeting is set up to recur every Wednesday until January 13, 2014

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



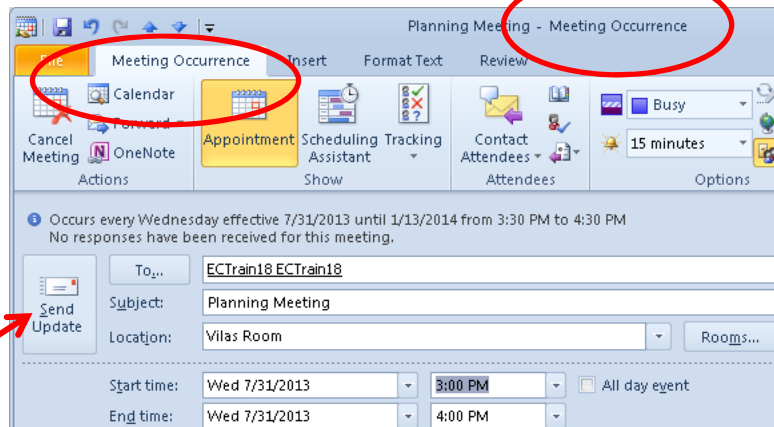
Need to change a recurring meeting?

Double-click on the meeting 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 Send Update when finished



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

To change the Recurrence options, click Recurrence

Make the necessary changes

Once your changes are complete, click OK

Remember to click Send Update when finished

