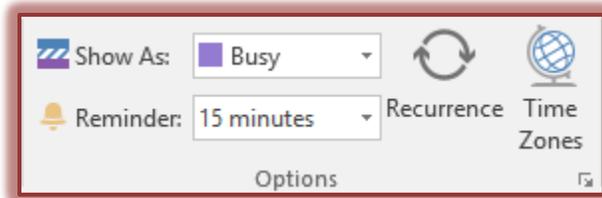


RECURRING APPOINTMENTS

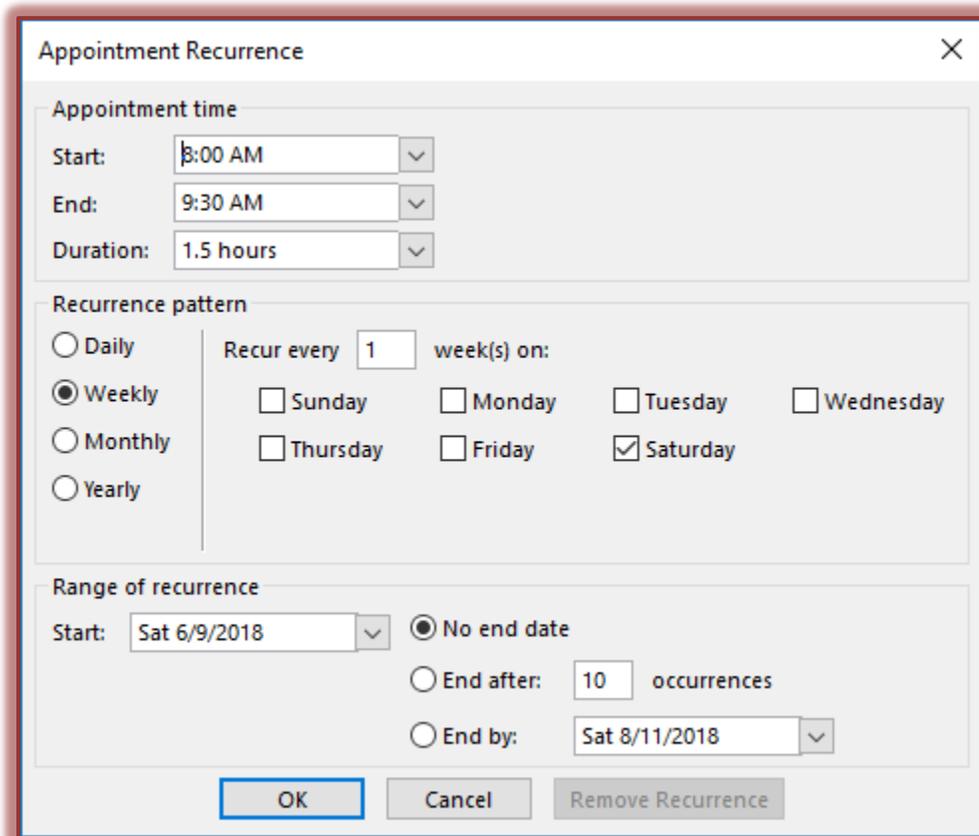
Recurring appointments are those that occur at a specific time over a period of days or months. These appointments can also repeat on a regular basis such as one that occurs on the third Tuesday of each month. Recurring appointments can be created from current appointments or a new recurring appointment may be scheduled.

Set Recurrence

- ✦ Double-click on an appointment time in the **Daily Planner** area of the **Calendar**.
- ✦ The **Appointment** window will open.
- ✦ Input the **Subject** for the appointment, such as Outlook Training.
- ✦ Input the **Location** for the appointment, such as Windows Lab.
- ✦ Select a time for the appointment.
- ✦ Change any of the other options as desired.
- ✦ Click the **Appointment Tab**, if necessary.
- ✦ In the **Options Group**, click the **Recurrence** button.



- ✦ The **Recurrence** window will display.



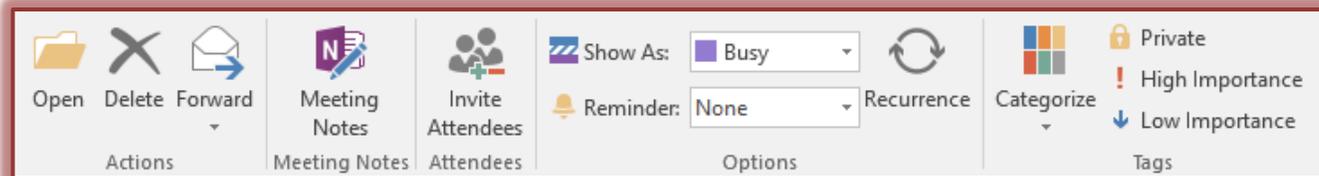
- ✦ The **Appointment Times** should be the ones specified in the **Appointment** window.
- ✦ Click the **Start** and **End** list arrows to select a different **Appointment Time**, if desired.

- ✦ Under the **Recurrence pattern**, select whether the appointment is **Daily**, **Weekly**, **Monthly**, or **Yearly** from the left column.
- ✦ In the right column, select the options for that appointment.
 - ✦ For a **Daily** appointment, choose from **Every ___ day(s)** or **Every weekday**. These options will show in the **Recurrence** window when the **Daily** option is selected.
 - ✦ For a **Weekly** appointment, choose the day of the week for the appointment. It is also possible to set an appointment to occur every specified number of weeks.
 - ✦ For a **Monthly** appointment, it is possible to specify whether the appointment will occur on the same day of the week or on a specified day of each month, such as the second Monday of every month.
 - ✦ For a **Yearly** appointment, it is possible to specify a specific date or to specify a day of the week each year, such as every second Monday in March.
- ✦ Under **Range of occurrence**, click the **Start** list arrow, if necessary. This will default to the Date in the **Appointment** window.
- ✦ The default for this option is **No end date**. This should be chosen if there isn't an end time for the recurring appointment.
- ✦ Select the **End after ___ occurrences** if you know the specific number of times the appointment is to occur.
- ✦ To select an ending date for the appointment or event, click the **End by** list arrow and choose a date.
- ✦ When all the selections have been made, click the **OK** button.
- ✦ The **Appointment** window will reappear.
- ✦ Make any additional changes to the appointment or event and then click **Save and Close**.
- ✦ The appointment will appear in the **Appointment** window.
- ✦ An icon indicating the appointment is recurring will appear on the right side of the appointment as shown in the illustration at the right.



Calendar Tools-Appointment Series Ribbon

This ribbon can be used to make changes to an appointment that has been set up with recurring dates. The table below describes the groups and buttons that are available on this ribbon.



Group/Button	Description
Actions Group	
Open	Click this button to open the recurring appointment or meeting. The options are Open Occurrence or Open Series . When Open Occurrence is selected, only the appointment where the insertion point is located will be opened. When Open Series is chosen, the changes will be made for all the appointments in that series.

Group/Button	Description
Delete	To delete the appointment or meeting, click this button. The options are Delete Occurrence or Delete Series . When Delete Occurrence is selected, only the appointment where the insertion point is located will be deleted. When Delete Series is chosen, all the appointments for that series will be deleted.
Forward	Click this button to forward the meeting occurrence or series to someone else.
Meeting Notes Group	
Meeting Notes	When this button is clicked, appointment or meeting notes can be created in OneNote. OneNote is a program that comes with the Microsoft Office Suite of Programs.
Attendees Group	
Invite Attendees	This button is used to invite other people to the appointment or meeting. When the button is clicked, a To button will appear at the top of the window. Addresses are input the same as if an email message was sent.
Options Group	
Show As	With the list for this button, it is possible to show one of four options: Free , Working Elsewhere , Tentative , Busy , or Out of Office .
Reminder	Click this list arrow to select a time when a reminder should be displayed about an appointment or meeting. If a reminder is not to be given, click None in the list.
Recurrence	To schedule appointments or meetings that occur on a weekly, monthly, or yearly basis, click this button. The Appointment Recurrence window will display. In this window, it is possible to specify the options for a recurring appointment or meeting.
Tags Group	
Categorize	This button is used to specify a category for an appointment or meeting. New categories may be added to the list. The categories are color coded.
Private	To code the scheduled appointment or meeting as Private, click this button. When others view the Calendar, this type of appointment or meeting will display as Private Appointment, instead of displaying the actual text of the appointment or meeting.
High Importance	Click this button to specify that this appointment or meeting is high priority; it is important.
Low Importance	To specify that an appointment or meeting is of low importance, click this button.