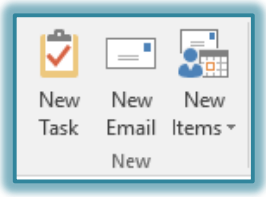
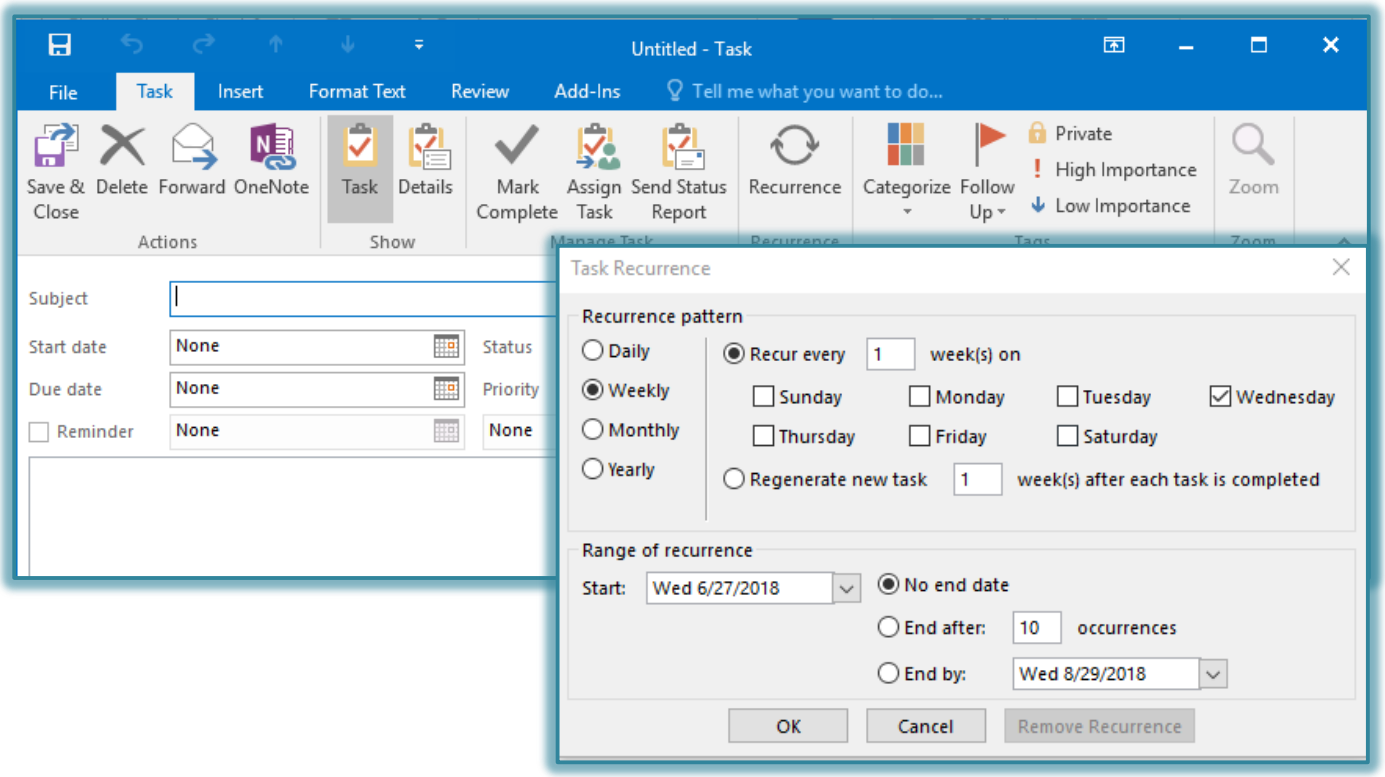
SET UP A RECURRING TASK

A recurring task is one that happens over a period of time at a specified time of day.

- Click the **Tasks** link at the bottom of the **Folder Pane**.

- If the **Task Button** isn't visible at the bottom of the window:
  - Click the **More Button**.
  - Select **Tasks** from the list that appears.
- The **Tasks** window will display.
- In the **New Group**, click the **New Task** button.
- The **Untitled-Tasks** window will open.





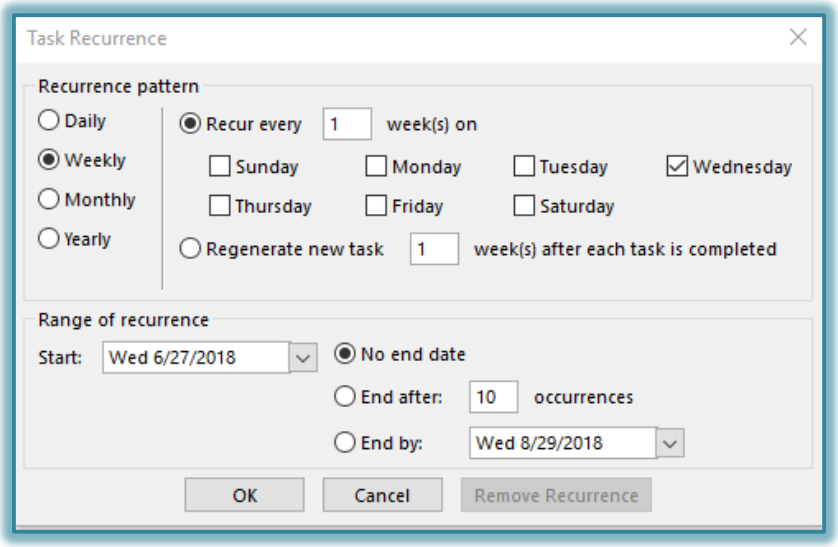
- Input the information for the **Task**.
- Click the **Task Tab**, if necessary.
- In the **Recurrence Group**, click the **Recurrence** button.
- The **Task Recurrence** dialog box will appear.
- Under **Recurrence Pattern**, choose from **Daily, Weekly, Monthly,** or **Yearly**.
- The options on the right side of the window will change depending on the option chosen.
- If **Weekly** is chosen, under **Recurrence Patterns** on the right side of the window, click the **Recurs every ___ week(s) on** box and input the number of weeks.
- Click on the day(s) that this task pertains to.
- Click the **Regenerate new task ____ week(s) after each task is completed**, to specify how often the task needs to be generated.

- Under **Range of occurrence**, the **Start** date will default to the current day.
  - Click the arrow to the right of the box to open the calendar.
  - Click the arrows to the right or left of the Month name to change the month.
- Leave the option button for **No end date** if this is a continuous task that never ends.
- Click the option button for **End after ___ occurrences** to specify how many times this task is to occur.
- Click the **End by** arrow to choose a date when the task is to end.
- Click **OK** to exit the window and save the changes.

Removing a Recurrence

Once a recurring Task has been set up, it can be removed.

- Click the **Tasks** button as described at the beginning of this document.
- Double-click on the **Task** to open the **Task** window.
- Click the **Recurrence** button.
- The **Task Recurrence** dialog box will display.



- Click the **Remove Recurrence** button in the **Task Recurrence** dialog box.
- The **Task Recurrence** dialog box will close.
- Click the **Save and Close** button in the **Actions Group** of the **Task** window to save the changes.