

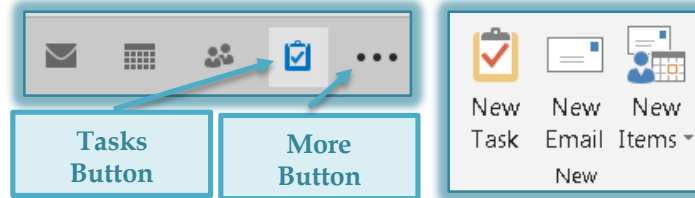
## SET UP A RECURRING TASK

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** (see illustration below).

† If the **Task Button** isn't visible at the bottom of the window:

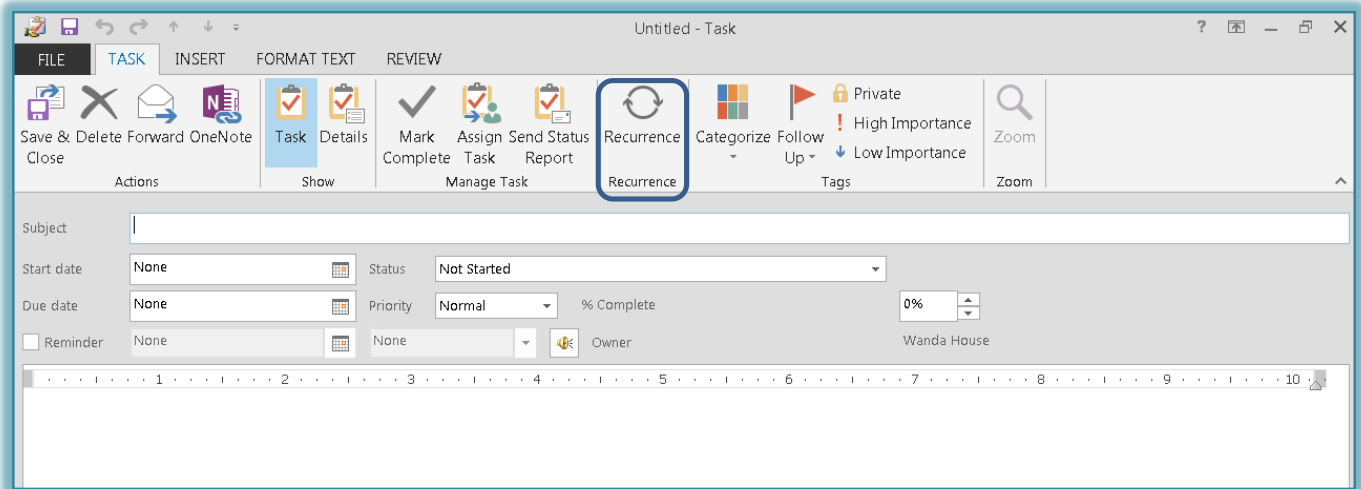
- ✦ Click the **More Button**.
- ✦ Select **Tasks** from the list that appears.



† The **Tasks** window will display.

† In the **New Group**, click the **New Task** button (see illustration above right).

† The **Untitled-Task** window will open (see illustration below).



† Input the information for the **Task**.

† Click the **Task Tab**, if necessary.

† In the **Recurrence Group**, click the **Recurrence** button (see illustration above).

† The **Task Recurrence** dialog box will appear (see illustration on next page).

† 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.

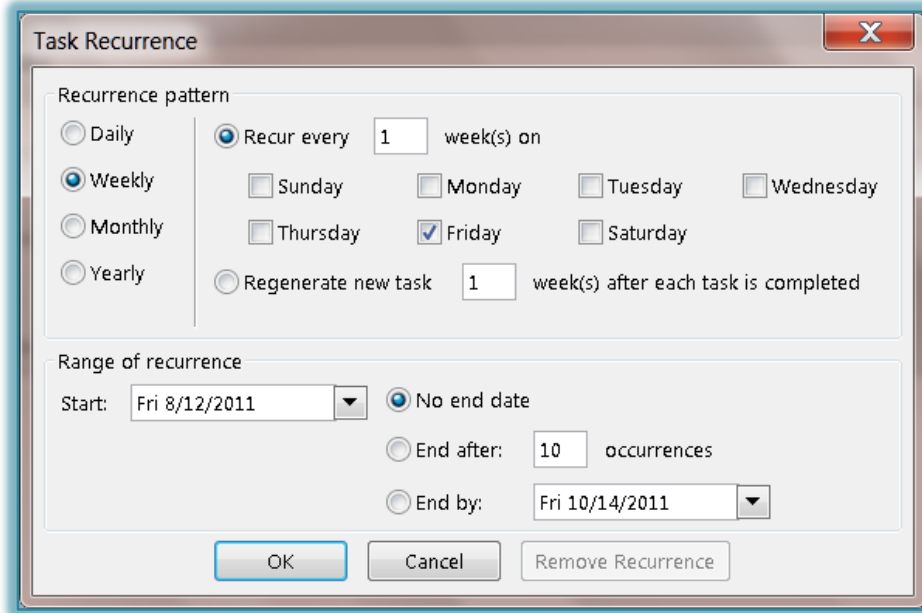
✦ Click the arrow to the right of the box to open the calendar.

✦ 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. To do this:

- ✦ 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 (see illustration above).
- ✦ 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.