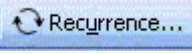
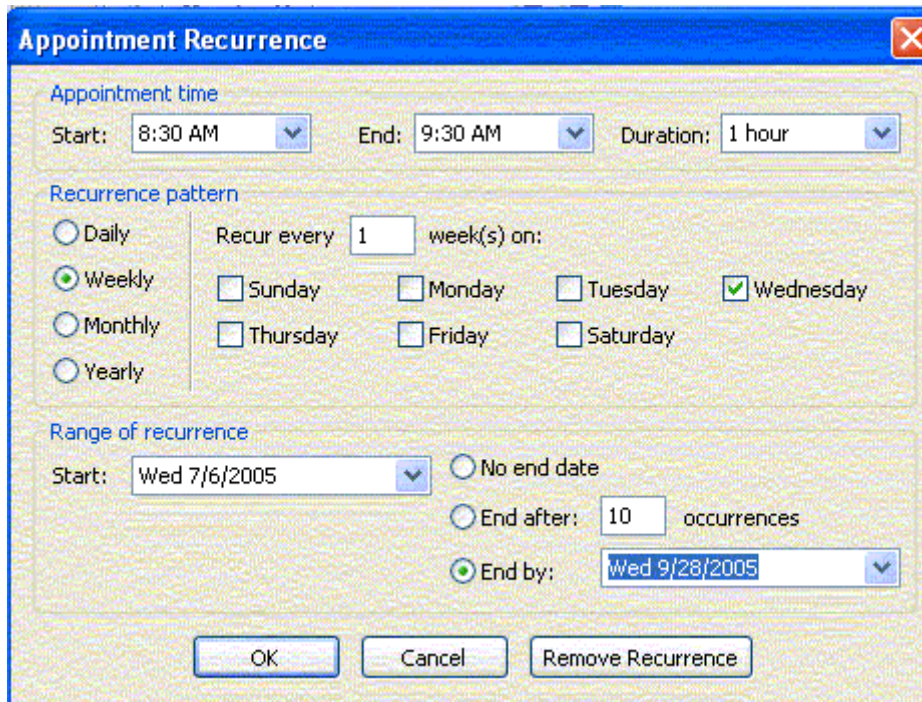


How do I set up recurring appointments and meetings?

Many appointments or meetings are held on a periodic basis. The Recurrence feature allows the information to be typed once rather than entering each meeting separately.

1. Click **File > New > Appointment**. The *Appointment* dialog box displays.
2. Type the **purpose** in the *Subject* field.
3. Type the **location** in the *Location* field.
4. Click the **Recurrence** icon.  The *Appointment Recurrence* dialog box displays.



5. Click the **Start Appointment Time down arrow**.
6. Highlight the **start time**.
7. Click the **End appointment Time down arrow**.

8. Highlight the **end time**.

Note: As an alternative to setting the end time, click the **Duration down arrow**. Highlight the **length** of the appointment or meeting. The End appointment Time is set automatically.

9. Click the radio button for the appropriate **Recurrence pattern**.

10. Check the boxes for the **weekdays** the appointment or meeting is held.

11. Select the **start date** in the *Range of recurrence* section.

12. Select the **end date**.

a. Click the **No end date** radio button to add the appointment or meeting through the entire calendar.

b. Click the **End after XX occurrences** radio button to add the appointment or meeting for a specific number of occurrences. Enter the **desired number** of meetings.

c. Click the **End by** radio button to select a **specific date**.

13. Click **OK**.

14. Click **Save and Close**.