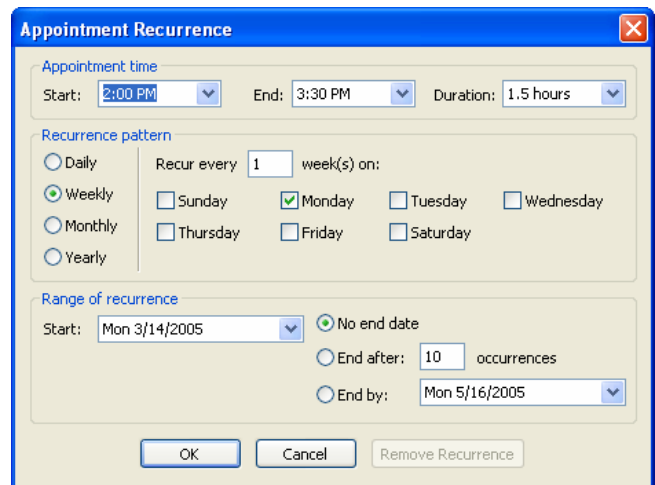


RECURRING APPOINTMENTS

Recurring appointments are those that occur at a specific time over a period of days or months. It can also repeat on a regular basis such as an appointment 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.

- ✦ Double-click on an appointment time in the **Daily Planner** area of the **Calendar**.
- ✦ Input the Subject for an appointment, such as Outlook Training.
- ✦ Input the Location for the appointment, such as Siena Windows Lab.
- ✦ Select a time for the appointment.
- ✦ Change any of the other options as desired.
- ✦ Click the **Recurrence** button.
- ✦ The **Recurrence** window will display.
- ✦ 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.
 - ✦ 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 **Untitled 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 **Untitled 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 (see illustration). ↻
- ✦ Click the **Date Navigator** button.



✚ To select a date to go to:

- ✚ Click **Go** on the **Menu Bar**.
- ✚ Click the **Go to Date** option.
- ✚ The **Go To Date** dialog box will appear (see illustration).
- ✚ Click the **Date** list arrow.
- ✚ A small calendar will appear.
- ✚ Click the arrows at each side of the Calendar to move to a different month.
- ✚ Select the Date of when the recurring appointment was scheduled.
- ✚ Click the list arrow for the **Show in** box. The options are:
 - Day Calendar - This calendar shows just a specific day of the week. This usually defaults to the current date.
 - Month Calendar - To show a monthly view of the calendar, choose this option. This will default to the current month of the year.
 - Year Calendar - To display a calendar for the whole year, click this option.
 - Work Week Calendar - When this option is chosen, just the days of the week that have been specified as a work week will be displayed.
- ✚ When all the changes have been made, click the **OK** button.
- ✚ The Calendar will open in the selected format.

