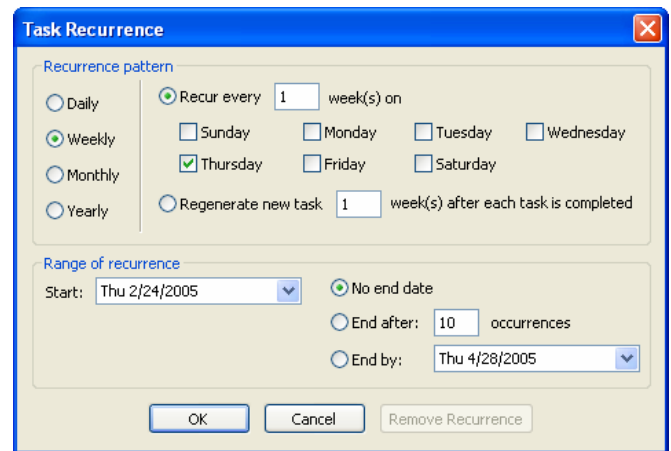
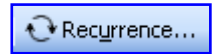


SETTING UP A RECURRING TASK

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

- ✚ Do one of the following:
 - ✦ Click the link for **Tasks** in the left frame of the window under **Folders**.
 - ✦ Click the **Tasks** button at the bottom of the **Navigation Pane**.
- ✚ Click the **New** button on the **Tasks** window toolbar (see illustration at right).
- ✚ The **Untitled Task** window will appear.
- ✚ Input the information for the **Task**.
- ✚ Click the **Recurrence** button on the **Untitled Task** window (see illustration at right).
- ✚ The **Task Recurrence** dialog box will appear (see illustration top of next page).
- ✚ Under **Recurrence Patterns**, choose from **Daily**, **Weekly**, **Monthly**, or **Yearly**.
- ✚ If **Weekly** is chosen, under **Recurrence Patterns** on the right side of the window, click the **Recur 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.
- ✚ A **Recurrence** icon will appear on the left side of the Task.



Removing a Recurrence

- ✚ Once a recurring Task has been set up, it can be removed. To do this:
- ✚ Click the **Tasks** button on the **Navigation Pane**.
- ✚ Do one of the following:
 - ✦ Right-click on the Task and then choose **Open**.
 - ✦ Double-click on the Task.
 - ✦ Click on the **Task**, click **File** on the **Menu Bar**, point to **Open**, and then click **Selected Items**.
- ✚ The **Task** window will display.
- ✚ Click the **Recurrence** button.
- ✚ Click the **Remove Recurrence** button in the **Task Recurrence** dialog box.
- ✚ The **Task Recurrence** dialog box will close.
- ✚ Click **Save and Close** in the **Task** dialog box to save the changes.
- ✚ The **Recurrence** icon will be removed from the Task.