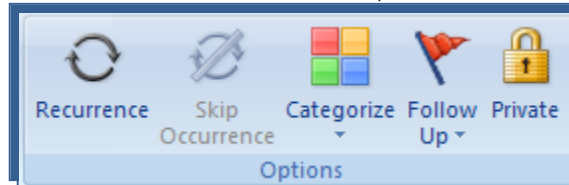
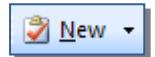


SETTING UP A RECURRING TASK

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

- ✦ Click the **Tasks** 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 **Task Tab**, if necessary.
- ✦ In the **Options Group**, click the **Recurrence** button (see illustration below).



- ✦ The **Task Recurrence** dialog box will appear (see illustration below).

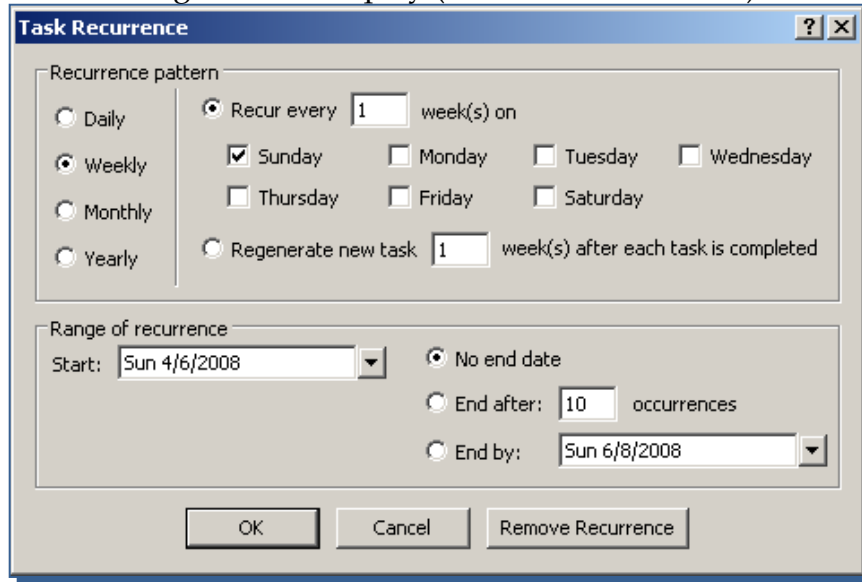
A dialog box titled 'Task Recurrence' with a blue title bar and a white background. It has a question mark and a close button in the top right corner. The dialog is divided into two main sections. The first section, 'Recurrence pattern', has four radio buttons: 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Weekly' option is selected. To the right of these are several checkboxes for days of the week: 'Sunday' (checked), 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. There is also a radio button for 'Regenerate new task' followed by a text box containing '1' and the text 'week(s) after each task is completed'. The second section, 'Range of recurrence', has a 'Start:' label followed by a text box containing 'Sun 4/6/2008' and a dropdown arrow. To the right are three radio buttons: 'No end date' (selected), 'End after:' followed by a text box containing '10' and the text 'occurrences', and 'End by:' followed by a text box containing 'Sun 6/8/2008' and a dropdown arrow. At the bottom are three buttons: 'OK', 'Cancel', and 'Remove Recurrence'.

- ✦ Under **Recurrence Patterns**, 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 **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.
- ✦ The **Task Recurrence** dialog box will display (see illustration below).



- ✦ 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**.