

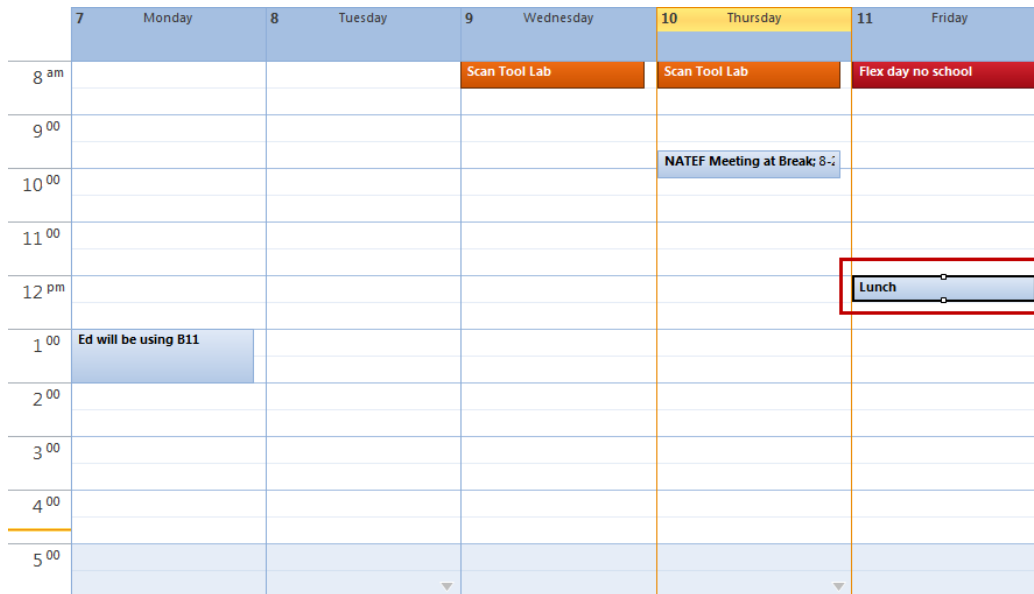
# OUTLOOK 2010

## Instructional Steps

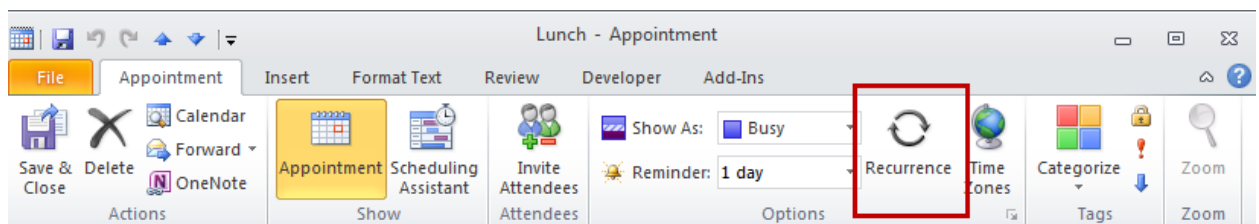
### Reoccurring Appointments

You can automatically schedule an appointment for every day, week, month or year at the same time.

1. Create an appointment or double click on an existing appointment.



2. From the ribbon click on Recurrence.



3. Choose the options and click “OK”

Appointment Recurrence

Appointment time

Start: 12:00 PM

End: 12:30 PM

Duration: 30 minutes

Recurrence pattern

Daily

Recur every 1 week(s) on:

Weekly

Sunday  Monday  Tuesday  Wednesday

Monthly

Thursday  Friday  Saturday

Yearly

Range of recurrence

Start: Fri 3/11/2011

No end date

End after: 10 occurrences

End by: Thu 3/24/2011

OK Cancel Remove Recurrence

4. Note the settings and Click “Save & Close”

Lunch - Appointment Series

File Appointment Series Insert Format Text Review Developer Add-Ins

Save & Close Delete Forward OneNote Appointment Scheduling Assistant Invite Attendees Attendees Busy Recurrence 1 day Time Zones Categorize Zoom

Subject: Lunch

Location:

Recurrence: Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 3/11/2011 until 3/24/2011 from 12:00 PM to 12:30 PM

5.

Notice the small reoccurring icon that now shows up on the appointment.

