

Creating an Appointment Outlook 2007

Recurring Meeting

Step 1. Identify date/time of recurring meeting

October 04 - 08, 2010 Search Calendar

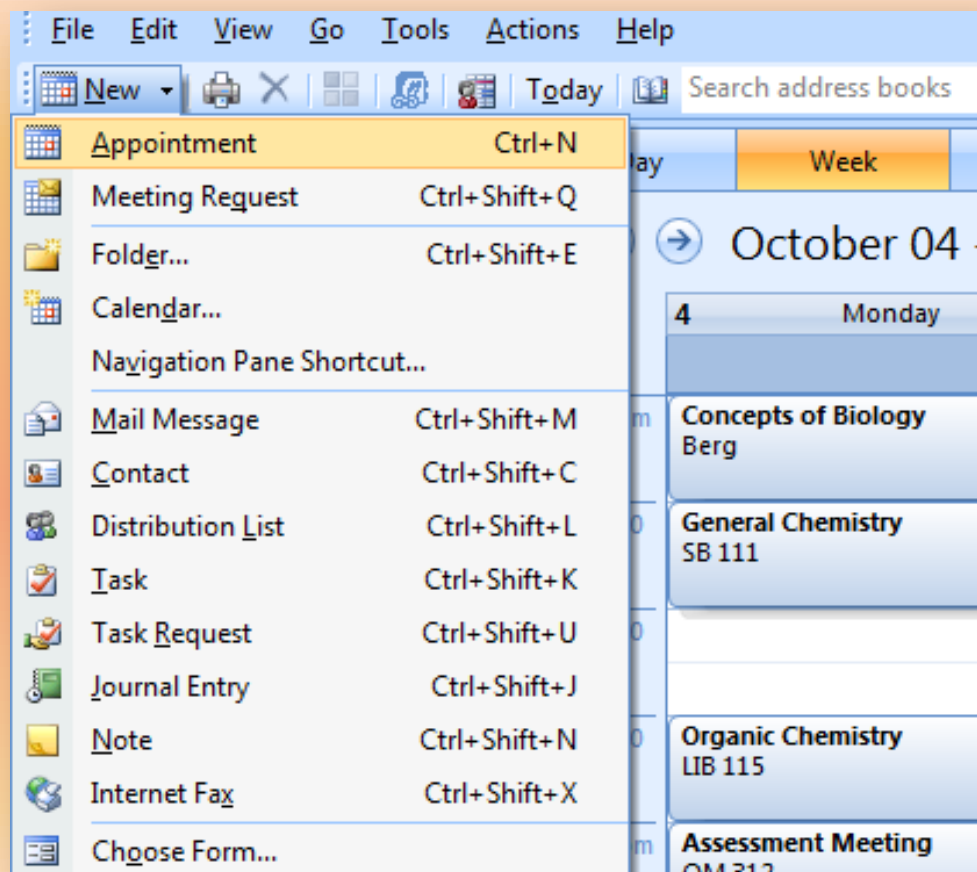
	4 Monday	5 Tuesday	6 Wednesday	7 Thursday	8 Friday
8 am	Concepts of Biology Berg		Concepts of Biology Berg	Gen Chem Labs SB 105	Concepts of Biology Berg
9:00	General Chemistry SB 111	Marketing Meeting MB 115 Beth I. Swenson	General Chemistry SB 111		General Chemistry SB 111
10:00					
11:00	Organic Chemistry LIB 115	Organic Chemistry LIB 115	Organic Chemistry LIB 115		Organic Chemistry LIB 115
12 pm	Assessment Meeting OM 312	Organic Lab SB 105		Prospect - Stepl	
1:00	College Algebra CB 116		College Algebra CB 116		College Algebra CB 116
2:00		College Algebra CB 103	Curriculum Committee OM Conference Room Mary Trudeau	College Algebra CB 103	Math Science Meeting SB 111 Kayla D. Smith
3:00					
4:00					

Show tasks on: Due Date

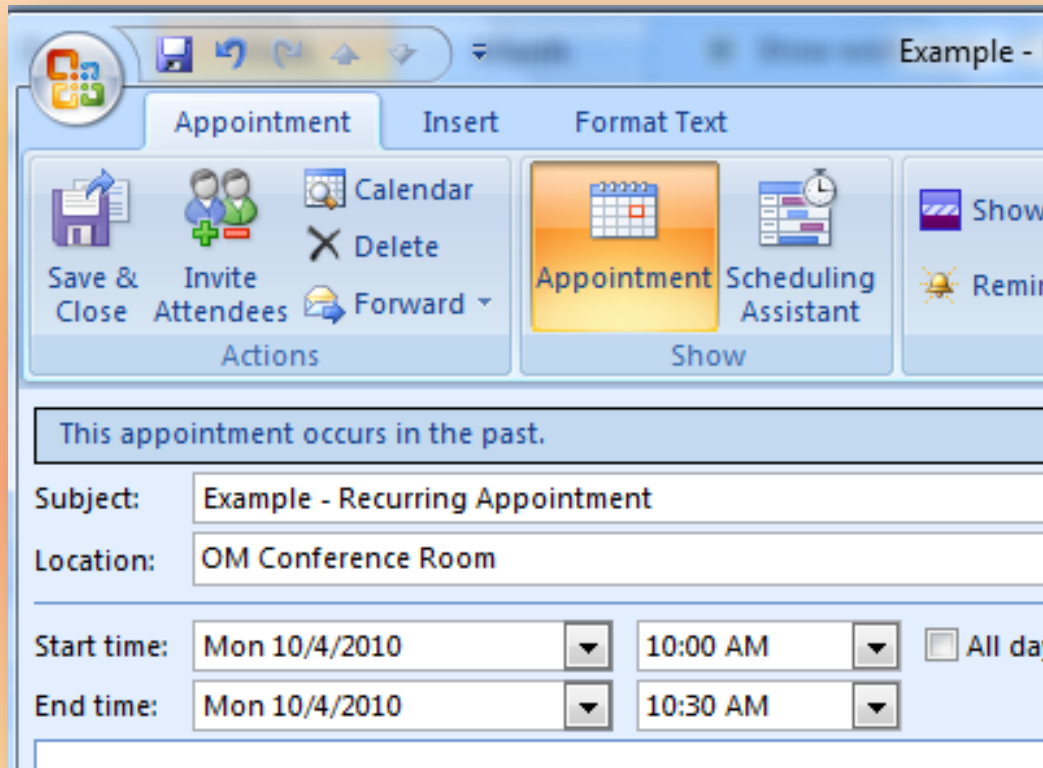
Tasks	4 Monday	5 Tuesday	6 Wednesday	7 Thursday	8 Friday
Click to add task				Lip Synch Judging - 7:45 Dinner & VBall - 6	

Step 2. From Calendar New Menu, Choose Appointment

In the calendar window, click on **New** in the menu bar and then select **Appointment** by clicking on it. A new window will appear.



Step 3. Enter Information Regarding Appointment



The screenshot shows the Microsoft Outlook 'Appointment' window. The 'Appointment' tab is active, displaying a ribbon with 'Actions' (Save & Close, Invite Attendees, Forward), 'Show' (Appointment, Scheduling Assistant), and 'Reminders' (Show, Reminder). Below the ribbon, a status bar indicates 'This appointment occurs in the past.' The main form contains the following fields:

- Subject:** Example - Recurring Appointment
- Location:** OM Conference Room
- Start time:** Mon 10/4/2010, 10:00 AM
- End time:** Mon 10/4/2010, 10:30 AM

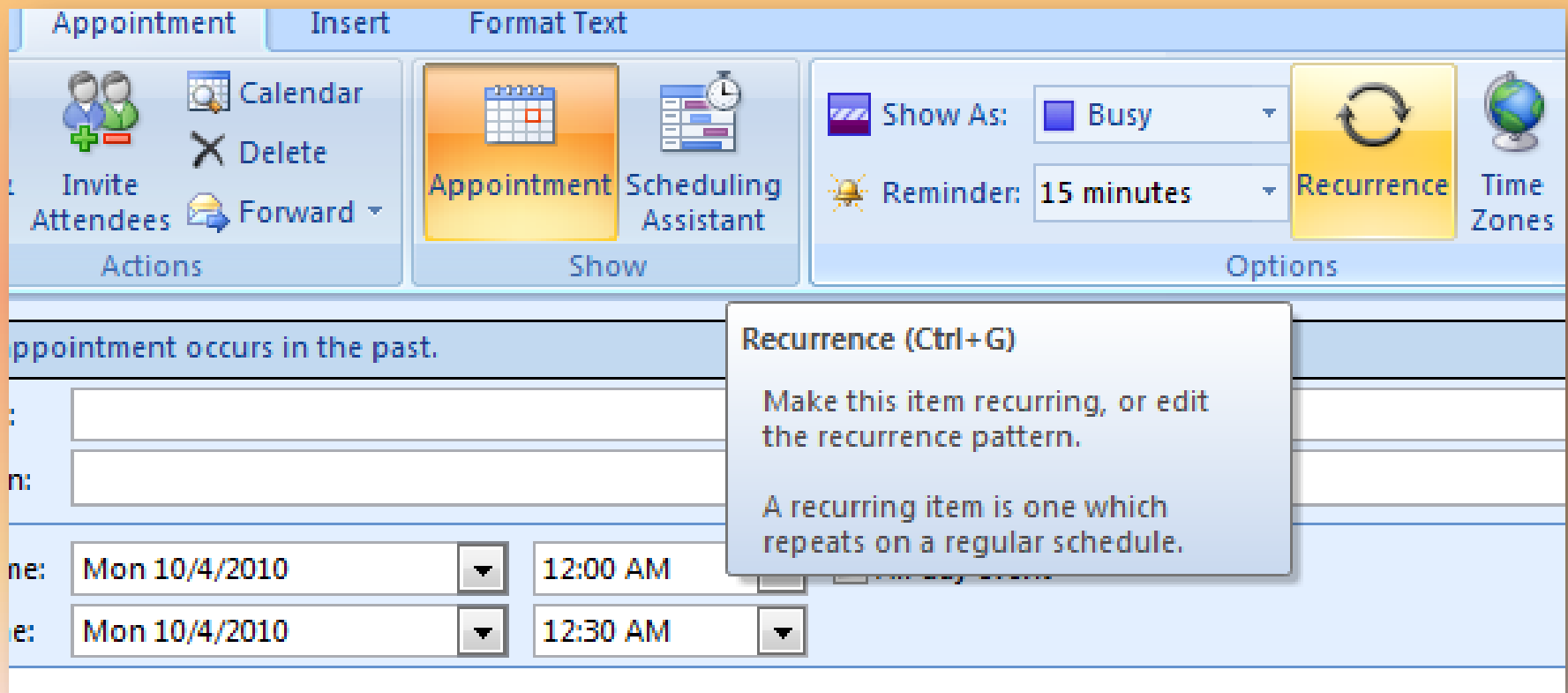
The 'All day' checkbox is unchecked.

Fill relevant information by typing in the appropriate blanks:

1. Subject of meeting
2. Location of Meeting

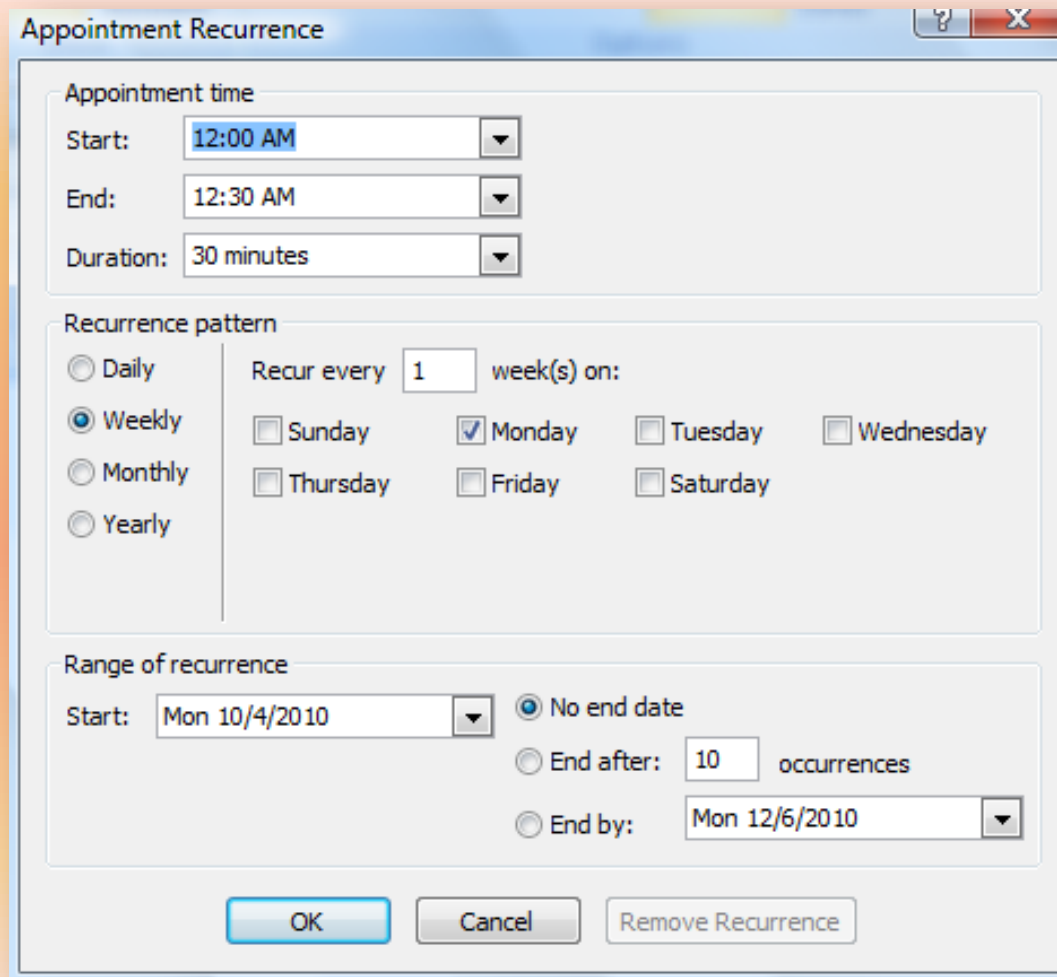
Step 4. Click on Recurrence in tool bar

To set the recurring meeting time, click on the **Recurrence** icon. A new window will open.



Step 5. Set Start and Stop times

In the **Appointment Recurrence** window, select meeting time frame by clicking on drop down arrows and select **Start time** and then **Stop time**.

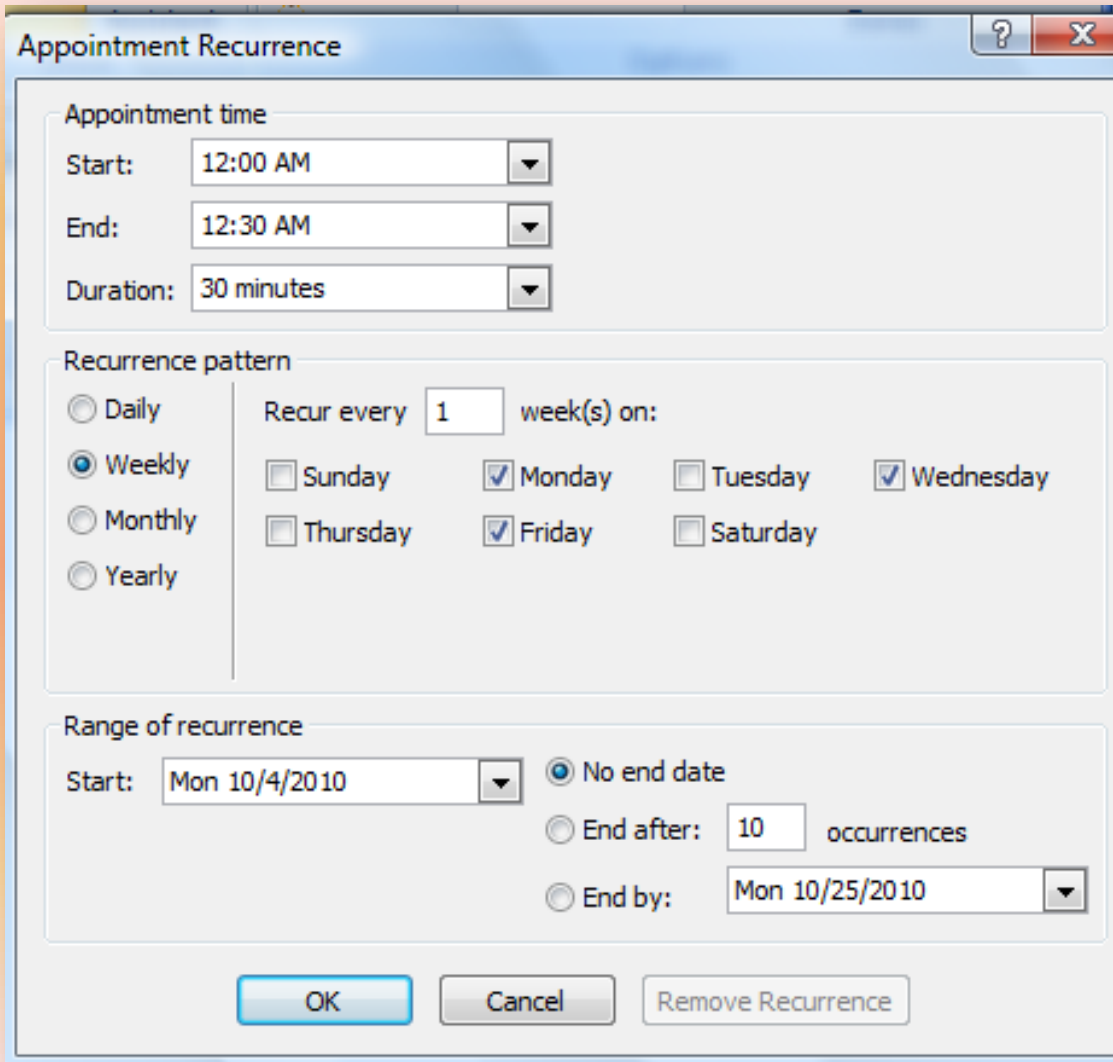


The screenshot shows the "Appointment Recurrence" dialog box with the following settings:

- Appointment time:**
 - Start: 12:00 AM
 - End: 12:30 AM
 - Duration: 30 minutes
- Recurrence pattern:**
 - Frequency: Weekly (selected)
 - Recur every: 1 week(s) on:
 - Days: Monday (checked), Sunday, Tuesday, Wednesday, Thursday, Friday, Saturday (all unchecked)
- Range of recurrence:**
 - Start: Mon 10/4/2010
 - End: No end date (selected), End after: 10 occurrences, End by: Mon 12/6/2010 (unselected)

Buttons at the bottom: OK, Cancel, Remove Recurrence.

Step 6. Select Recurrence Pattern



The screenshot shows a Windows-style dialog box titled "Appointment Recurrence". It is divided into three main sections: "Appointment time", "Recurrence pattern", and "Range of recurrence".

Appointment time section:

- Start: 12:00 AM (dropdown menu)
- End: 12:30 AM (dropdown menu)
- Duration: 30 minutes (dropdown menu)

Recurrence pattern section:

- Radio buttons for frequency: Daily, Weekly (selected), Monthly, Yearly.
- Text: "Recur every 1 week(s) on:"
- Grid of checkboxes for days of the week:
 - Sunday: ☐
 - Monday: ☒
 - Tuesday: ☐
 - Wednesday: ☒
 - Thursday: ☐
 - Friday: ☒
 - Saturday: ☐

Range of recurrence section:

- Start: Mon 10/4/2010 (dropdown menu)
- Radio buttons for end condition:
 - No end date (selected)
 - End after: 10 occurrences
 - End by: Mon 10/25/2010 (dropdown menu)

Buttons: OK, Cancel, Remove Recurrence.

Select the **Recurrence pattern** and day(s) of the week for the meeting by choosing appropriate boxes.

Step 7. Select Start Date

Select **Start Date** by clicking on drop down arrow and choosing date from calendar.

The screenshot shows a 'Range of recurrence' dialog box. The 'Start' field is set to 'Mon 10/4/2010'. The 'End by' option is selected, with the date 'Mon 10/25/2010' entered. A calendar for December 2010 is displayed, showing the days of the week and the dates. The 'Today' button is at the bottom of the calendar.

Range of recurrence

Start: Mon 10/4/2010

☒ No end date

☐ End after: 10 occurrences

☐ End by: Mon 10/25/2010

OK Cancel

December 2010

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Step 8. Select Stop Date Option

Select the **No end date** if the event will always recur.

Select **End after: (number of) occurrences** if the event will occur a certain number of times.

Select **End by: date** if the event occurs for a certain period of time (such as a semester).

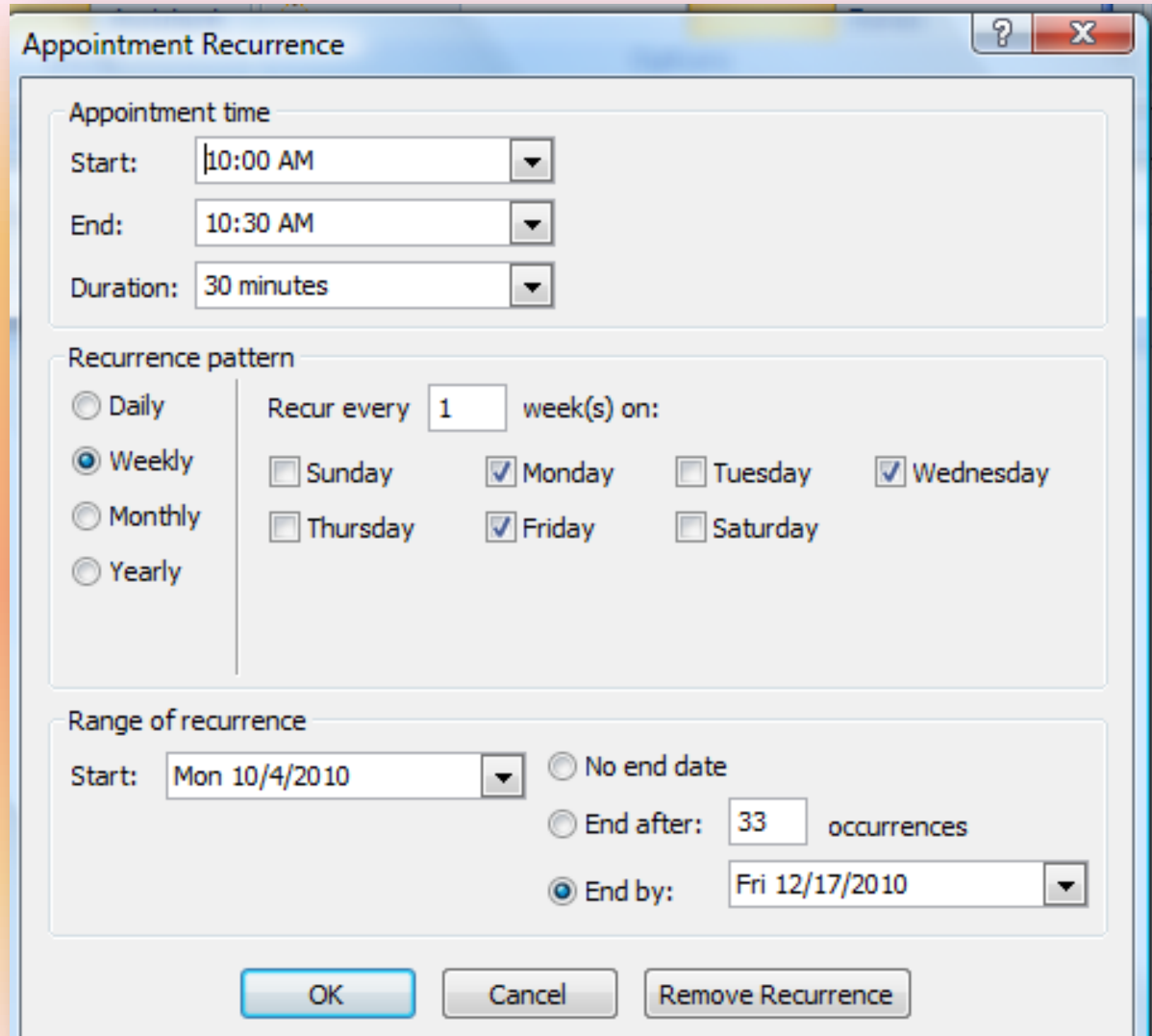
The screenshot shows a recurrence dialog box with three options: **No end date** (selected), **End after: 10 occurrences**, and **End by: Mon 10/25/2010**. A date picker is open for December 2010, showing a calendar grid. A red hand-drawn outline surrounds the entire dialog box.

December 2010						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Step 9. Close Recurrence Window

After setting up the recurrence, click **OK**.



The image shows a Windows-style dialog box titled "Appointment Recurrence". It has a standard title bar with a question mark and a close button (X). The dialog is divided into three main sections: "Appointment time", "Recurrence pattern", and "Range of recurrence".

Appointment time

- Start: 10:00 AM (dropdown menu)
- End: 10:30 AM (dropdown menu)
- Duration: 30 minutes (dropdown menu)

Recurrence pattern

- Radio buttons for frequency: Daily, Weekly (selected), Monthly, Yearly.
- Text: "Recur every 1 week(s) on:"
- Checkboxes for days of the week:
 - Sunday: ☐
 - Monday: ☒
 - Tuesday: ☐
 - Wednesday: ☒
 - Thursday: ☐
 - Friday: ☒
 - Saturday: ☐

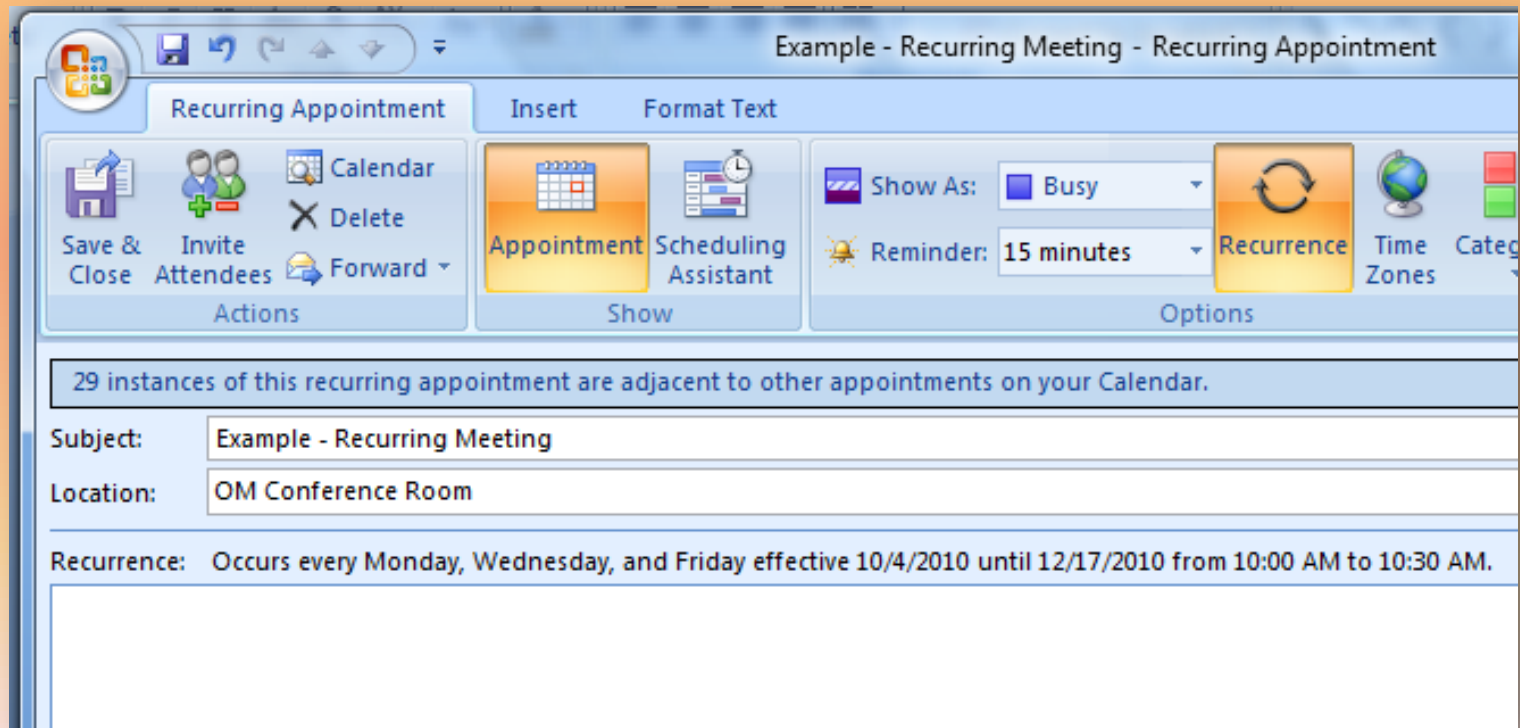
Range of recurrence

- Start: Mon 10/4/2010 (dropdown menu)
- Radio buttons for end condition:
 - No end date: ☐
 - End after: 33 occurrences: ☐
 - End by: Fri 12/17/2010 (dropdown menu, selected)

At the bottom of the dialog are three buttons: "OK" (highlighted in blue), "Cancel", and "Remove Recurrence".

Double check recurrence

The days, dates, and time period will be displayed for you to check. If something is not what you want, click on the **Recurrence** button and edit the information by repeating previous steps.



Step 10. Save & Close

After you have entered all of the information you wish, click on **Save & Close** from the tool bar in the appointment window.

Recurring Appointment

Insert Format Text

Save & Close Invite Attendees Forward

Appointment Scheduling Assistant

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones Categorize

Spelling Proofing

29 instances of this recurring appointment are adjacent to other appointments on your Calendar.

Subject: Example - Recurring Meeting

Location: OM Conference Room

Recurrence: Occurs every Monday, Wednesday, and Friday effective 10/4/2010 until 12/17/2010 from 10:00 AM to 10:30 AM.

Appointment Appears on your Outlook Calendar

The appointment will be scheduled on your calendar throughout the time period you selected.

October 04 - 08, 2010						Search Calendar	
	4 Monday	5 Tuesday	6 Wednesday	7 Thursday	8 Friday		
8 am	Concepts of Biology Berg		Concepts of Biology Berg	Gen Chem Labs SB 105	Concepts of Biology Berg		
9 ⁰⁰	General Chemistry SB 111	Marketing Meeting MB 115 Beth I. Swenson	General Chemistry SB 111		General Chemistry SB 111		
10 ⁰⁰	Example - Recurring Meeting; C		Example - Recurring Meeting; C		Example - Recurring Meeting; C		
11 ⁰⁰	Organic Chemistry LIB 115	Organic Chemistry LIB 115	Organic Chemistry LIB 115		Organic Chemistry LIB 115		
12 pm	Assessment Meeting	Organic Lab					
				Prospect - Stepl			

Further Editing Options

- You can edit the information by double-clicking on any of the entries in your calendar. You will have the option to **Open the appointment** to change just the one date or **Open the series** to make a change in all of the scheduled meetings.
- You can delete the appointment by clicking on any date in the series to highlight it and then hit **Delete**. You will again have the option to **Delete this occurrence** or **Delete the entire series**