

# Creating an Appointment Outlook 2007

Recurring Meeting

# Step 1. Identify date/time of recurring meeting

October 04 - 08, 2010

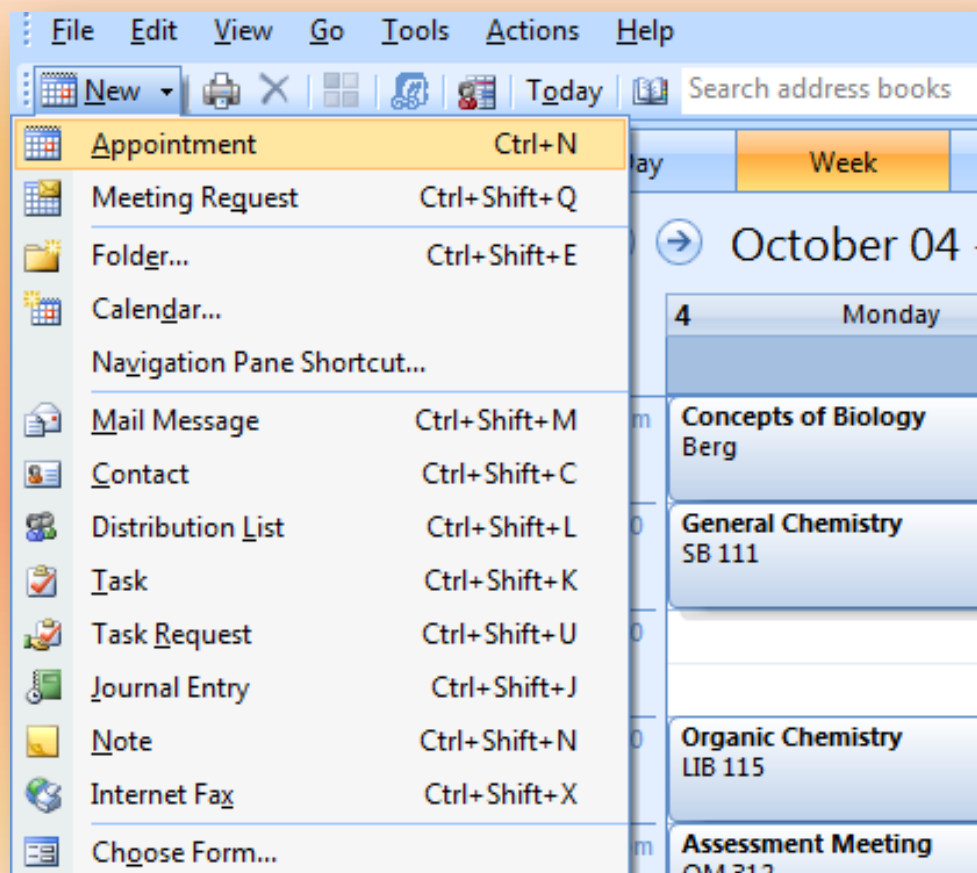
	4 Monday	5 Tuesday	6 Wednesday	7 Thursday	8 Friday
8 am	Concepts of Biology Berg		Concepts of Biology Berg	Gen Chem Labs SB 105	Concepts of Biology Berg
9:00	General Chemistry SB 111	Marketing Meeting MB 115 Beth I. Swenson	General Chemistry SB 111		General Chemistry SB 111
10:00					
11:00	Organic Chemistry LIB 115	Organic Chemistry LIB 115	Organic Chemistry LIB 115		Organic Chemistry LIB 115
12 pm	Assessment Meeting OM 312	Organic Lab SB 105			
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
3:00				Math Science Meeting SB 111 Kayla D. Smith	
4:00					

Tasks

- 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

This appointment occurs in the past.

Subject: Example - Recurring Appointment

Location: OM Conference Room

Start time: Mon 10/4/2010 10:00 AM  All day

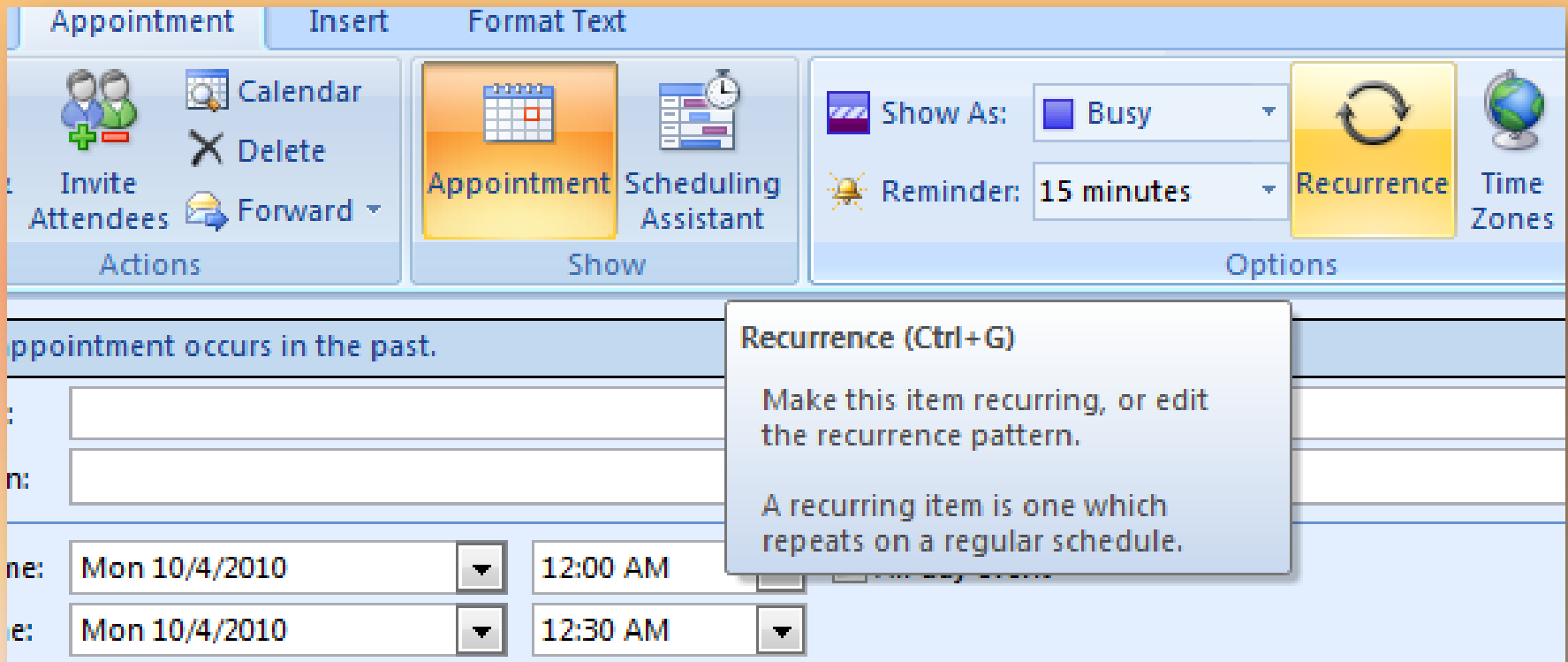
End time: Mon 10/4/2010 10:30 AM

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.



The screenshot shows a software interface with a toolbar at the top. The toolbar is divided into three sections: 'Actions', 'Show', and 'Options'. The 'Recurrence' icon, which consists of a circular arrow, is highlighted in yellow in the 'Options' section. Other icons in the 'Options' section include 'Show As' (set to 'Busy'), 'Reminder' (set to '15 minutes'), and 'Time Zones'. Below the toolbar, a text box contains the text 'Appointment occurs in the past.' and a tooltip for the 'Recurrence (Ctrl+G)' icon. The tooltip text reads: 'Make this item recurring, or edit the recurrence pattern. A recurring item is one which repeats on a regular schedule.' Below the text box, there are two rows of date and time selection fields. The first row shows 'Mon 10/4/2010' and '12:00 AM'. The second row shows 'Mon 10/4/2010' and '12:30 AM'.

Appointment occurs in the past.

Recurrence (Ctrl+G)

Make this item recurring, or edit the recurrence pattern.

A recurring item is one which repeats on a regular schedule.

Mon 10/4/2010 12:00 AM

Mon 10/4/2010 12:30 AM

# Step 5. Set Start and Stop times

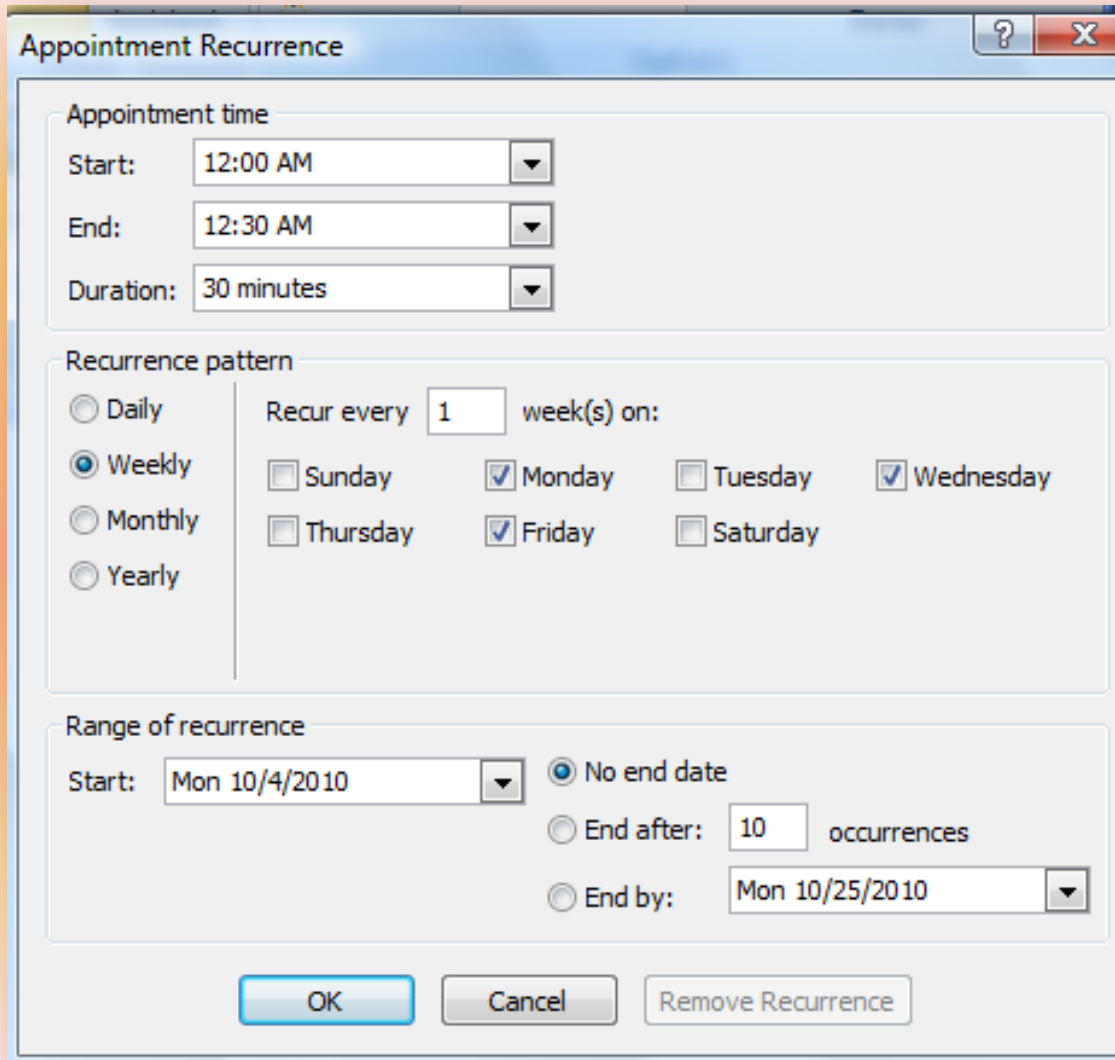
In the **Appointment Recurrence** window, select meeting time frame by clicking on drop down arrows and select **Start time** and then **Stop time**.

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
  - 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

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

# Step 6. Select Recurrence Pattern



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:**
  - Radio buttons: Daily, **Weekly**, Monthly, Yearly
  - Recur every: 1 week(s) on:
  - Days:  Sunday,  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday
- Range of recurrence:**
  - Start: Mon 10/4/2010
  - Radio buttons: **No end date**, End after: 10 occurrences, End by: Mon 10/25/2010

Buttons at the bottom: 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 image shows a 'Range of recurrence' dialog box with a calendar overlay. The dialog box has a title bar 'Range of recurrence' and contains the following elements:

- A 'Start:' label followed by a text box containing 'Mon 10/4/2010' and a drop-down arrow.
- Three radio button options:
  - No end date
  - End after: 10 occurrences
  - End by: Mon 10/25/2010
- Buttons for 'OK', 'Cancel', and 'P'.

The calendar overlay is for 'December 2010' and shows the following dates:

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

At the bottom of the calendar is a 'Today' button.

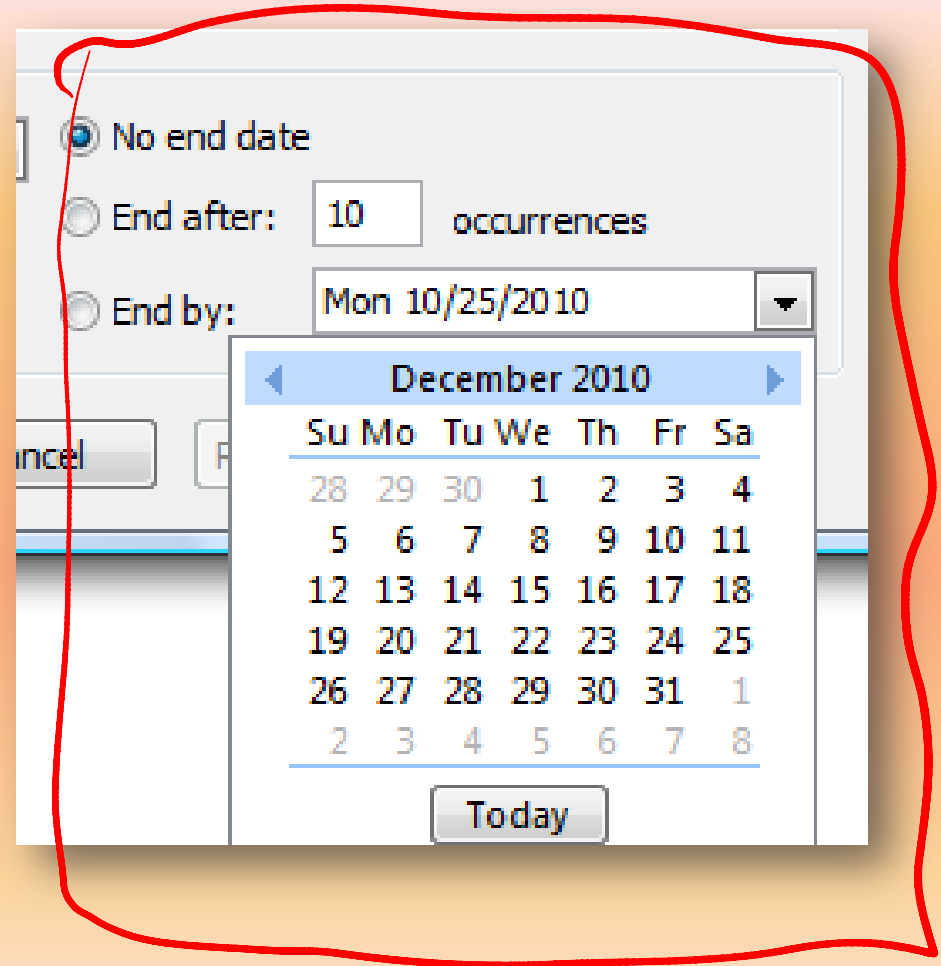


# Step 8. Select Stop Date Option

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

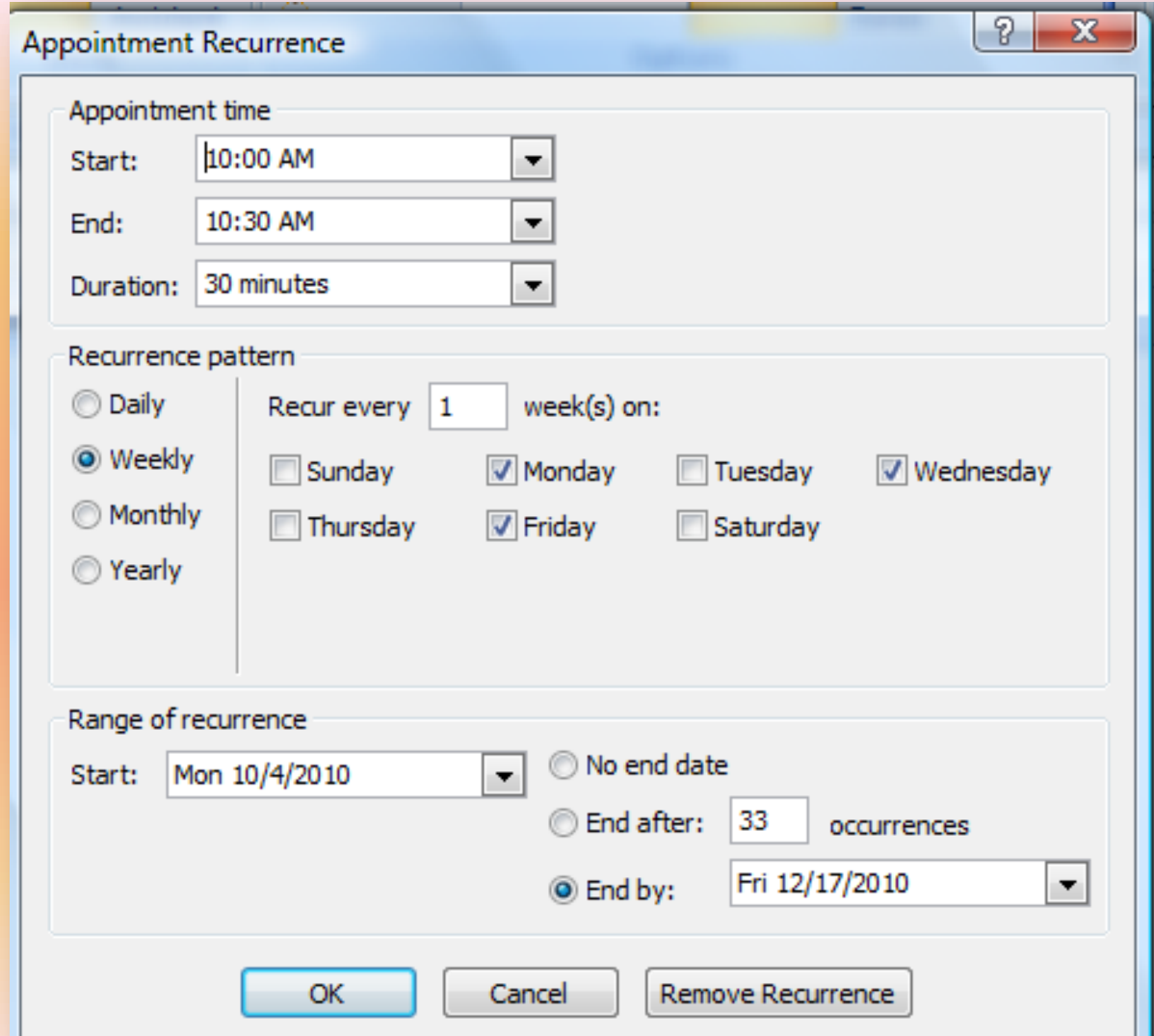
Select **End after: (number of) occurrences** if the event will occur a certain number of times.

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



# Step 9. Close Recurrence Window

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



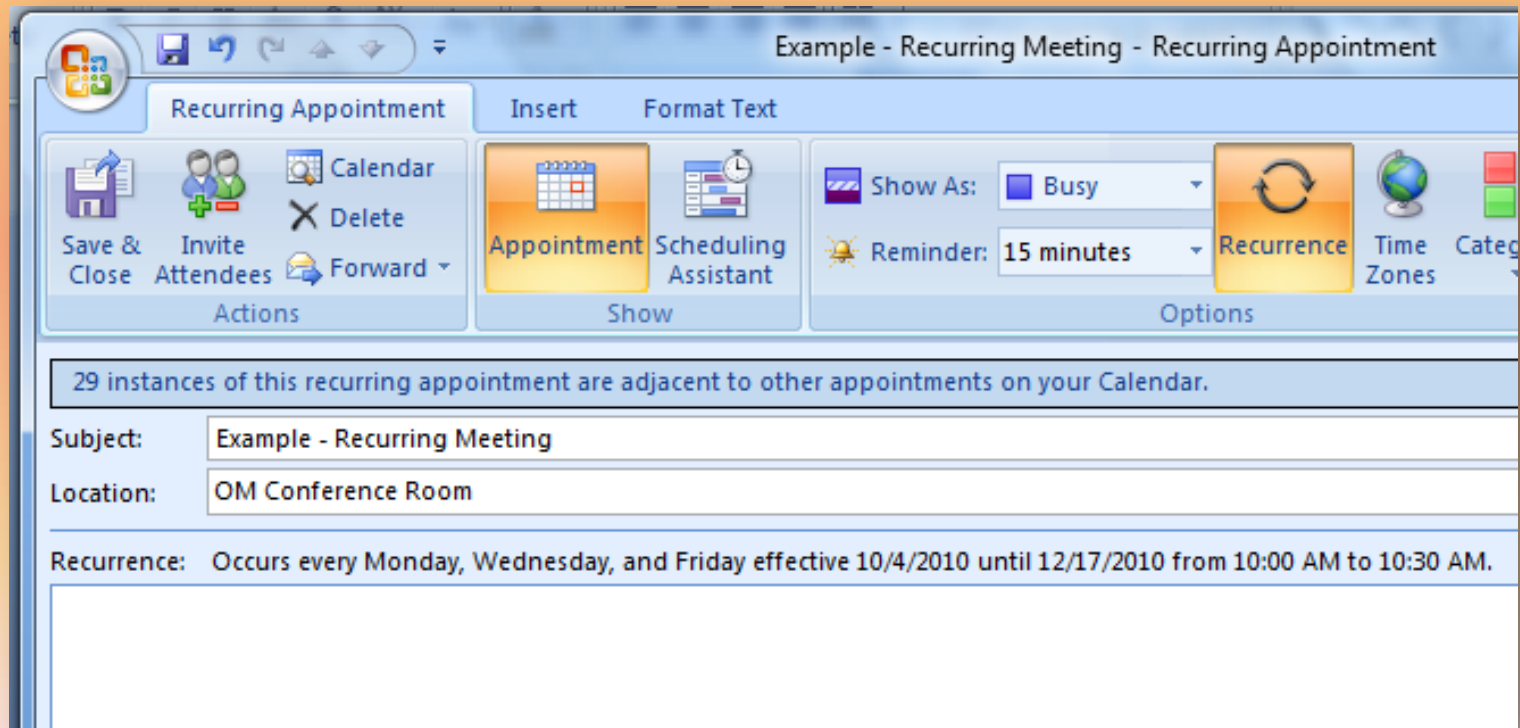
The screenshot shows the "Appointment Recurrence" dialog box with the following settings:

- Appointment time:**
  - Start: 10:00 AM
  - End: 10:30 AM
  - Duration: 30 minutes
- Recurrence pattern:**
  - Radio buttons: Daily, **Weekly**, Monthly, Yearly
  - Recur every: 1 week(s) on:
  - Days:  Sunday,  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday
- Range of recurrence:**
  - Start: Mon 10/4/2010
  - Radio buttons:  No end date,  End after: 33 occurrences,  End by: Fri 12/17/2010

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

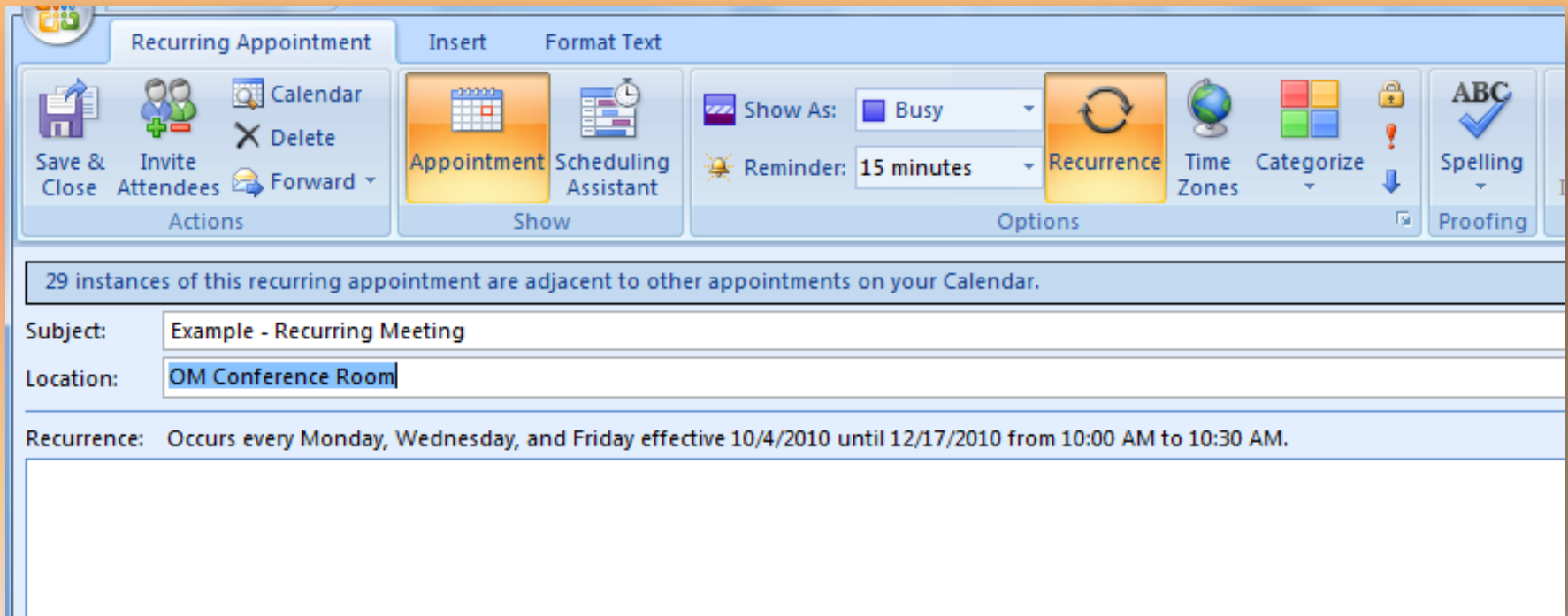
# Double check recurrence

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.



The screenshot shows the 'Recurring Appointment' window in Microsoft Outlook. The ribbon is active, and the 'Save & Close' button is highlighted in the 'Actions' group. The window displays the following information:

- 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.

A notification bar at the top of the window states: "29 instances of this recurring appointment are adjacent to other appointments on your Calendar."

# 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		Prospect - Stepl	Organic Chemistry LIB 115
12 pm	Assessment Meeting	Organic Lab				

# 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**