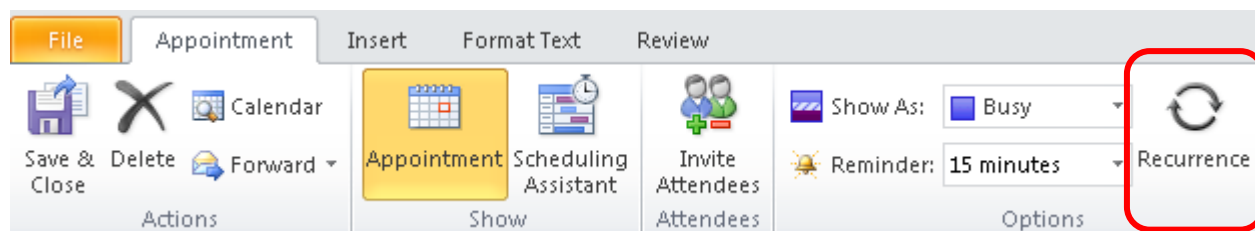


Recurring Appointment in Outlook 2010

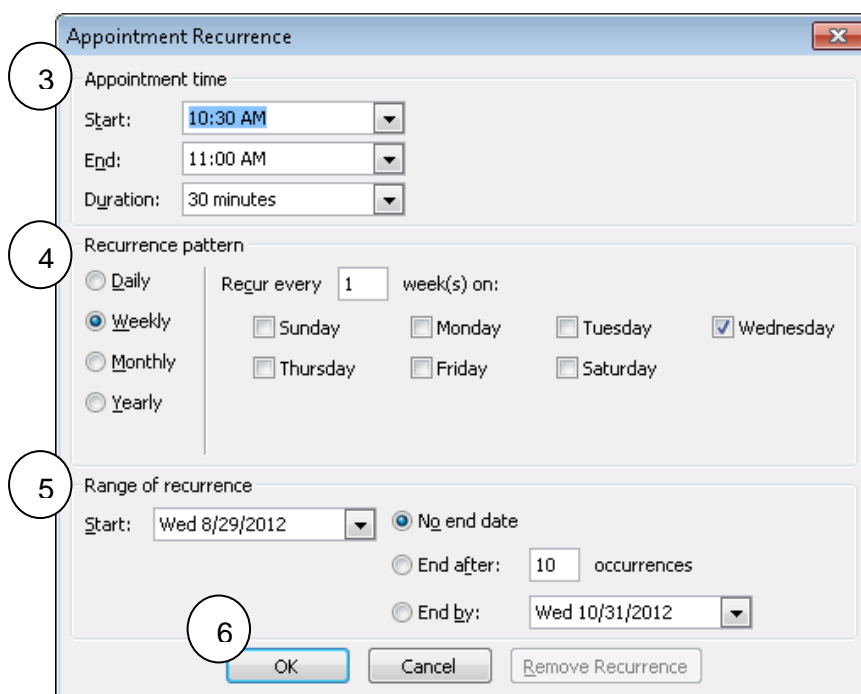
A recurring appointment is an appointment that occurs at regular intervals; for example, the technology department meeting is scheduled for every Wednesday at 1:00pm.

Make an appointment recur

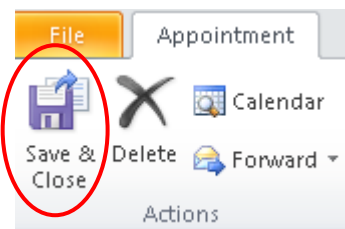
1. Open or create the appointment you want to recur.
2. On the **Appointment** tab, in the **Options** group, click **Recurrence**.



The appointment recurrence window will appear.



3. If you have not already done so, select the appointment time.
4. Select the recurrence pattern.
5. Select the range of the recurrence.
6. Click **OK**.
7. On the **Appointment** tab, click **save & close**.

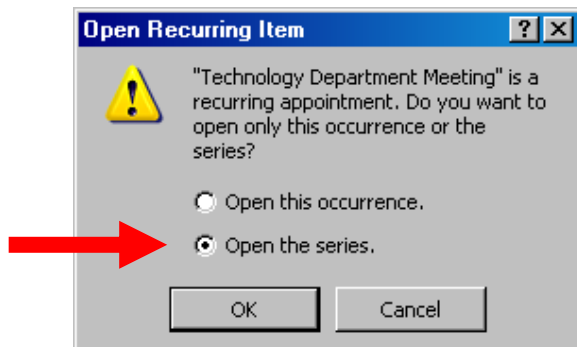


Recurring Appointment in Outlook 2010

Change options for all items in a series

1. Locate the appointment on your calendar.
2. Open the appointment you want to change. Double-click on the appointment.

The Open Recurring Item dialog box will appear.



3. Click **Open the Series**.
4. Make your changes.



On the **Appointment** tab, change the options, such as subject, location, and time.



To change recurrence options, on the Appointment tab, in the Options group, click Recurrence. Change the options, such as time, recurrence pattern, and range of recurrence.

5. Click **OK**.
6. Click **Save and Close**.

Change options for one item that is part of a series

1. Locate the appointment on your calendar.
2. Open the appointment you want to change. Double-click on the appointment.

The Open Recurring Item dialog box will appear.



3. Click **Open this occurrence**.

Recurring Appointment in Outlook 2010

4. Make your changes.



On the **Appointment** tab, change the options, such as subject, location, and time.



To change recurrence options, on the **Appointment** tab, in the **Options** group, click **Recurrence**. Change the options, such as time, recurrence pattern, and range of recurrence.

5. Click **OK**.

6. Click **Save and Close**.