

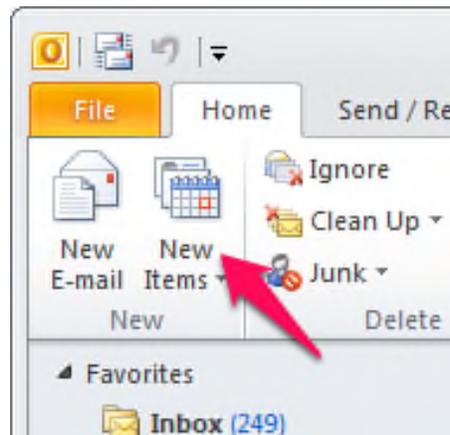
Create a Recurring Calendar Appointment

Microsoft outlook 2010

Create a calendar appointment

Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources.

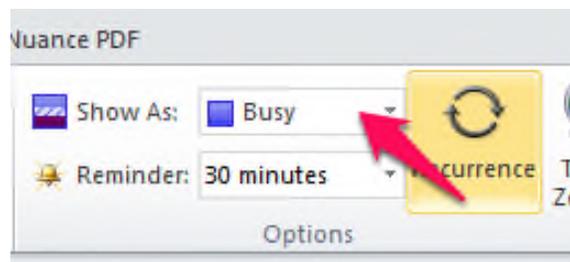
1. On the **Home** tab, in the **New** group, click **New Items**. Select **New Appointment**.



2. In the **Subject** box, type a description.
3. In the **Location** box, type the location.
4. Enter the start and end dates and times.

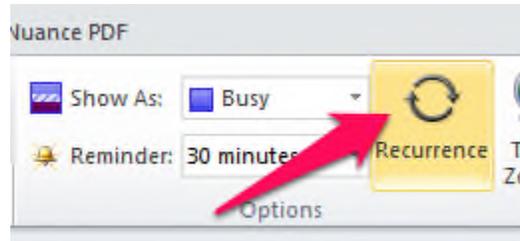
****Tip**** - You can type specific words and phrases in the Start time and End time boxes instead of dates. For example, you can type Today, Tomorrow, New Year's Day, Two Weeks from Tomorrow, Three days before New Year's Day, and most holiday names.

5. To show others your availability during this time, on the **Appointment** tab, in the **Options** group, click the **Show As** box and then click **Free**, **Tentative**, **Busy** or **Out of Office**.

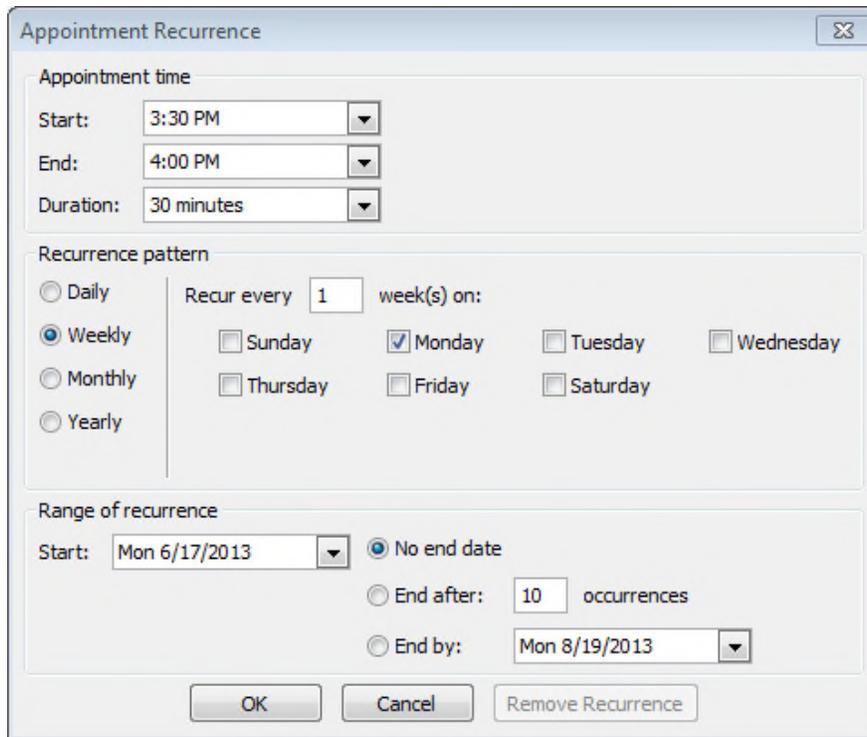


To make the appointment recurring:

1. On the **Appointment** tab, in the **Options** group, click **Recurrence**.



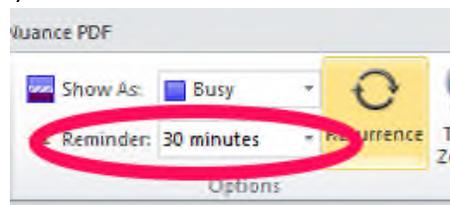
2. Click the frequency (**Daily**, **Weekly**, **Monthly**, **Yearly**) with which the appointment recurs, and then select options for the frequency. Click **OK**.

A screenshot of the 'Appointment Recurrence' dialog box. The 'Appointment time' section shows 'Start: 3:30 PM', 'End: 4:00 PM', and 'Duration: 30 minutes'. The 'Recurrence pattern' section has radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. 'Weekly' is selected. Under 'Recur every 1 week(s) on:', 'Monday' is checked. The 'Range of recurrence' section shows 'Start: Mon 6/17/2013' and 'No end date' selected. At the bottom are 'OK', 'Cancel', and 'Remove Recurrence' buttons.

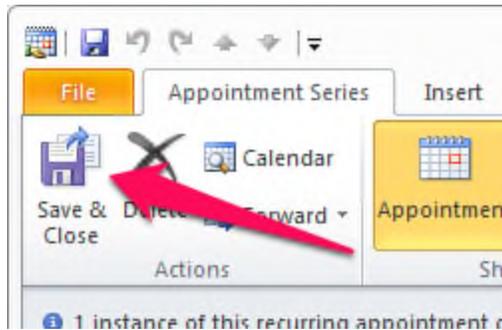
To change the Default Reminder time:

(By default, a reminder appears 15 minutes before the appointment start time.)

1. on the **Appointment** tab, in the **Options** group, click the **Reminder** box arrow
2. Click the new reminder time
3. (To turn the reminder off, click **None**.)

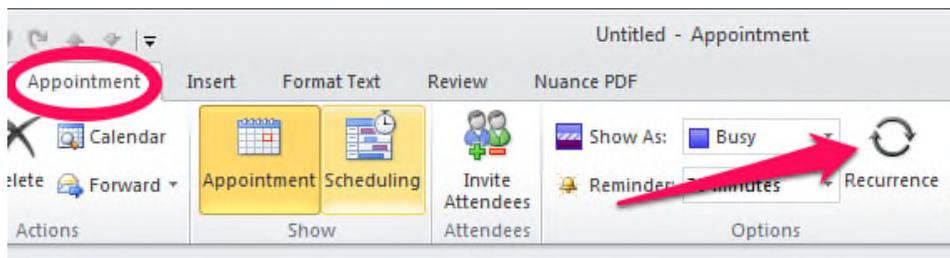


4. On the **Appointment** tab, in the **Actions** group, click **Save & Close**.



Make an existing appointment recurring

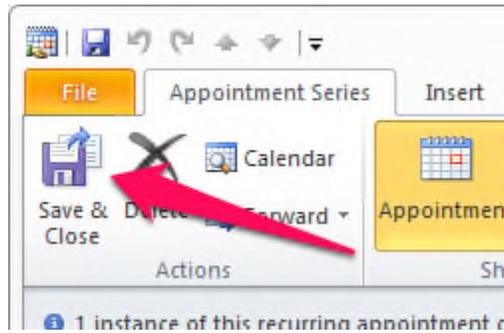
1. Open the appointment that you want to set to recur.
2. On the **Appointment** tab, in the **Options** group, click **Recurrence** .



3. Click the frequency — **Daily**, **Weekly**, **Monthly**, **Yearly** — with which you want the appointment to recur, and then select the options for the frequency.

A screenshot of the 'Appointment Recurrence' dialog box. The 'Appointment time' section shows Start: 3:30 PM, End: 4:00 PM, and Duration: 30 minutes. The 'Recurrence pattern' section has 'Weekly' selected, with 'Recur every 1 week(s) on: Monday' checked. The 'Range of recurrence' section has 'Start: Mon 6/17/2013' and 'No end date' selected. Buttons at the bottom include 'OK', 'Cancel', and 'Remove Recurrence'.

4. On the **Appointment Series** tab, in the **Actions** group, click **Save & Close**.



Any questions can be answered by our technicians at the IT HelpDesk by going to <http://helpdesk.cambridgecollege.edu> or by calling 617.873.0159.