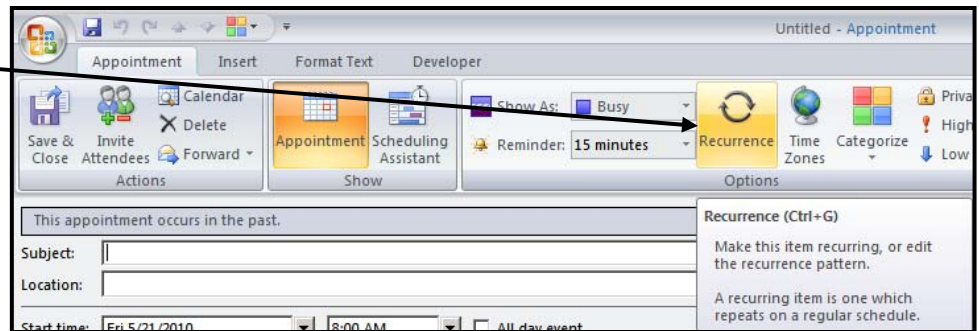


Scheduling a Recurring Meeting in Outlook 2007

When scheduling meetings in Microsoft Outlook 2007 that are going to take place at the same time each day, week, month, or year, you have the ability to create a recurring meeting.

1. While in Calendar view, select the  button from the top navigation to bring up a new appointment.

2. From the ribbon menu, select the **Recurrence** button.



3. In the **Appointment Recurrence** dialog box that appears, you can now select the following:

- Appointment Time
- Recurrence Pattern
- Range of Recurrence

4. Select **OK**
5. You can now proceed with entering the subject, location, and any other information necessary for your meeting and send to your recipients.
6. Your meeting invite will look like the following:

