

Creating Recurring Appointments in Outlook 2013

Appointments and Meetings may be created as recurring appointments. This creates multiple instances of the same meeting without having to manually create every instance.

1. In the Outlook calendar view, **click the New Appointment (or New Meeting) icon.**
The new appointment window opens.
2. **Enter the appointment details** including:
 - Subject
 - Location
 - Start Time
 - End Time
 - Recipients (Meeting Only)
3. **Click the Recurrence icon.**
The Appointment Recurrence window opens.
4. **Enter the details** of the recurrence.
5. **Click the OK button.**
The Appointment Recurrence window closes. The Start Time and End time fields of the appointment window indicate the recurrence pattern.
6. **Click the Save & Close icon.**
The appointment is posted to your calendar. If a meeting was created, invitations are sent to all the listed meeting recipients.

The screenshot illustrates the process of creating a recurring appointment in Outlook 2013. It shows the main Outlook interface with the 'New Appointment' icon highlighted (1). The 'Appointment' window is open, displaying the appointment details (2), including the subject 'Recurring Meeting', location 'Conference Room', and start/end times (8:00 AM to 8:30 AM on Fri 3/21/2014). The 'Recurrence' icon is highlighted (3). The 'Appointment Recurrence' dialog box is open, showing the recurrence pattern (4), which is set to 'Weekly' on 'Friday' from 'Fri 3/28/2014' to 'Fri 5/30/2014'. The 'OK' button is highlighted (5). Finally, the 'Save & Close' icon is highlighted (6).