## Creating Recurring Appointments in Outlook 2013

Communicate Collaborate Connect

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 inclucing:
  - 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.

## *≣Fast* View



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