Creating an Appointment
Outlook 2007

Recurring Meeting
Step 1. Identify date/time of recurring meeting
Step 2. From Calendar New Menu, Choose Appointment

In the calendar window, click on New in the menu bar and then select Appointment by clicking on it. A new window will appear.
Step 3. Enter Information Regarding Appointment

Fill relevant information by typing in the appropriate blanks:

1. Subject of meeting
2. Location of Meeting
Step 4. Click on Recurrence in tool bar.

To set the recurring meeting time, click on the **Recurrence** icon. A new window will open.
Step 5. Set Start and Stop times

In the **Appointment Recurrence** window, select meeting time frame by clicking on drop down arrows and select **Start time** and then **Stop time**.
Step 6. Select Recurrence Pattern

Select the **Recurrence pattern** and day(s) of the week for the meeting by choosing appropriate boxes.
Step 7. Select Start Date

Select **Start Date** by clicking on drop down arrow and choosing date from calendar.
Step 8. Select Stop Date Option

Select the **No end date** if the event will always recur.

Select **End after: (number of) occurrences** if the event will occur a certain number of times.

Select **End by: date** if the event occurs for a certain period of time (such as a semester).
Step 9. Close Recurrence Window

After setting up the recurrence, click OK.
Double check recurrence

The days, dates, and time period will be displayed for you to check. If something is not what you want, click on the **Recurrence** button and edit the information by repeating previous steps.
Step 10. Save & Close

After you have entered all of the information you wish, click on **Save & Close** from the tool bar in the appointment window.
Appointment Appears on your Outlook Calendar

The appointment will be scheduled on your calendar throughout the time period you selected.
Further Editing Options

• You can edit the information by double-clicking on any of the entries in your calendar. You will have the option to **Open the appointment** to change just the one date or **Open the series** to make a change in all of the scheduled meetings.

• You can delete the appointment by clicking on any date in the series to highlight it and then hit **Delete**. You will again have the option to **Delete this occurrence** or **Delete the entire series**.