

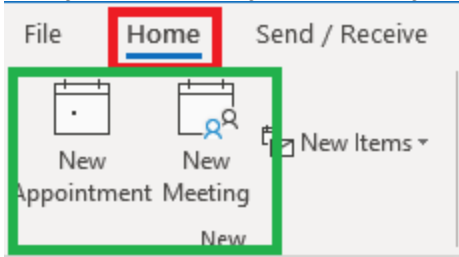
Outlook: Creating Recurring Meetings

Creating Recurring Meetings in Outlook

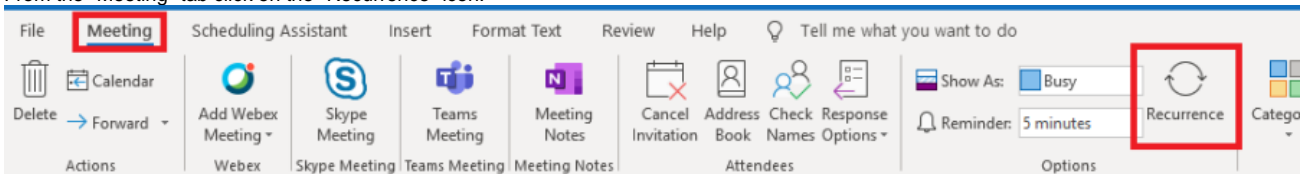
1. Open the Calendar View within Outlook by clicking on the calendar icon at the bottom of the left-hand navigation.



2. From the "File" tab in the top navigation select either "New Appointment" or "New Meeting" based on which type of calendar item you wish to do. In this guide we will be using the "New Meeting" view.

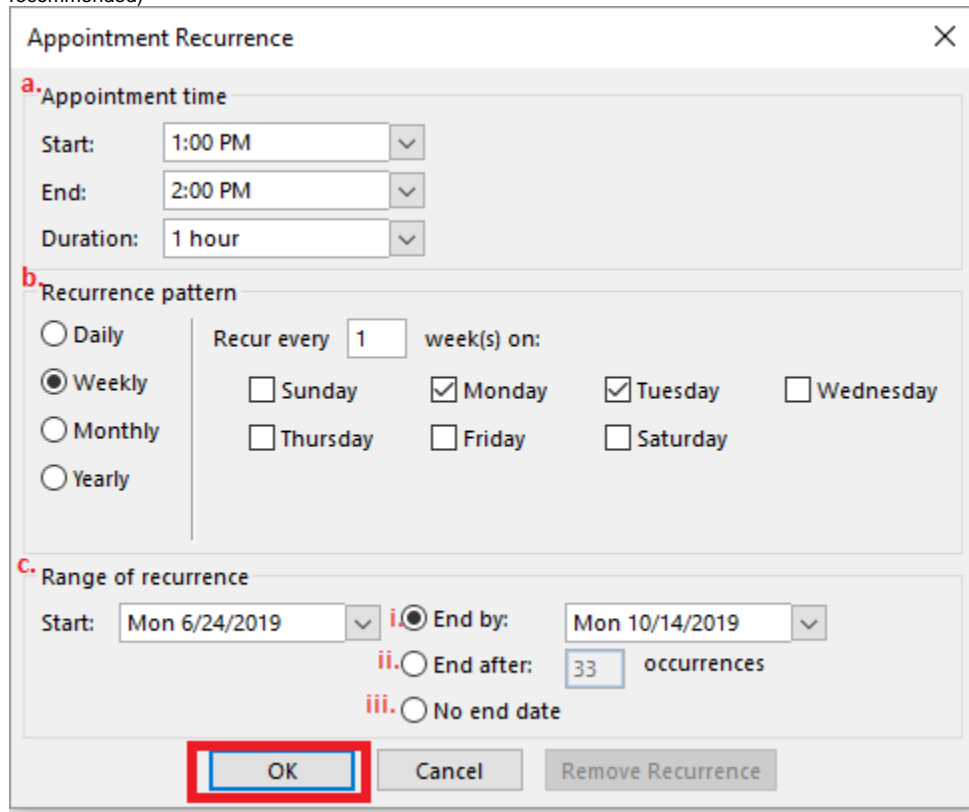


3. From the "Meeting" tab click on the "Recurrence" icon.



4. Here select the parameters of your meeting
 - a. Appointment time: Select the beginning and end time for your meeting. In this example the meeting will be held from 1-2pm.
 - b. Recurrence Pattern: This will determine on what schedule you would like to have the meeting occur. In this example we see that meeting will be held every Monday and Tuesday for the duration of the range.
 - c. Range of Recurrence: This will determine how many times your meeting will happen. In this example I've chosen to have the recurrence end based on date.
 - i. Start Date/End Date: Recurrence will occur only through a set time frame. Here we see that it will be every Monday and Tuesday between 6/24/19 and 10/14/19.
 - ii. End after: Recurrence will end after a certain quantity of occurrences. Here we see that it will end after 33 set of occurrences, 66 meeting dates (33 Mondays and 33 Tuesdays).

- iii. No end date: The recurrence will not have any end date but will continue indefinitely on every Monday and Tuesday. (not recommended)



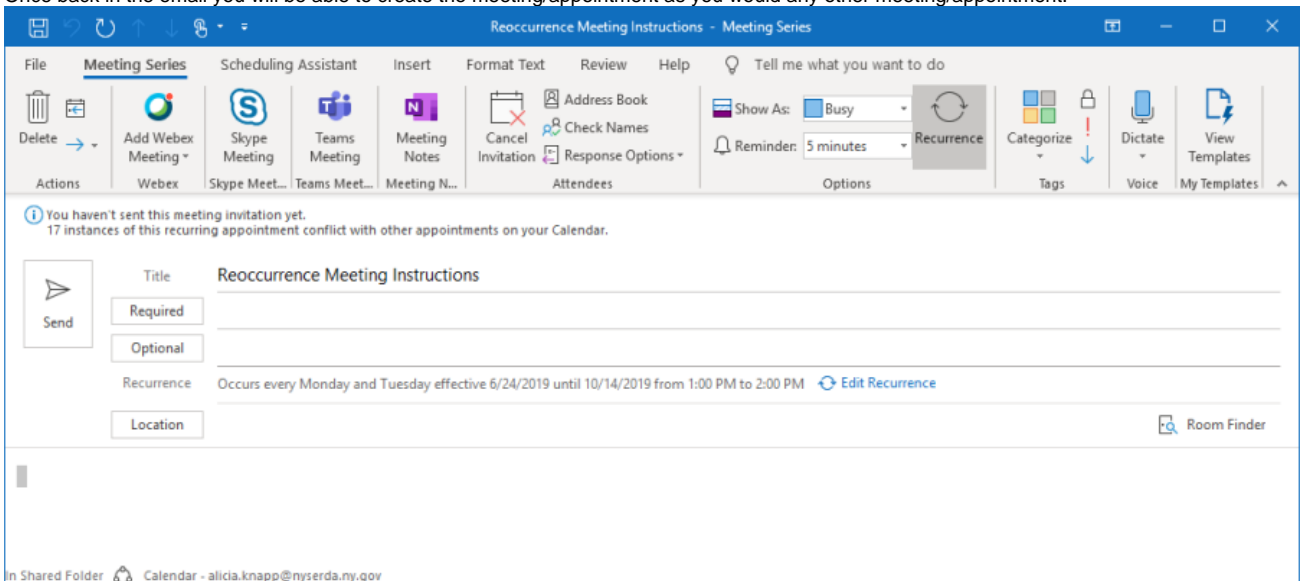
The image shows the 'Appointment Recurrence' dialog box with the following settings:

- a. Appointment time:**
 - Start: 1:00 PM
 - End: 2:00 PM
 - Duration: 1 hour
- b. Recurrence pattern:**
 - ☐ Daily
 - ☒ Weekly: Recur every 1 week(s) on:
 - ☐ Sunday
 - ☒ Monday
 - ☒ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday
 - ☐ Saturday
 - ☐ Monthly
 - ☐ Yearly
- c. Range of recurrence:**
 - Start: Mon 6/24/2019
 - End by: ☒ Mon 10/14/2019
 - End after: ☐ 33 occurrences
 - No end date: ☐

The 'OK' button is highlighted with a red rectangle.

5. Once your parameters are set as desired click on the "OK" button as shown in the above image.

6. Once back in the email you will be able to create the meeting/appointment as you would any other meeting/appointment.



The image shows the 'Reoccurrence Meeting Instructions' window in Outlook. The title bar reads 'Reoccurrence Meeting Instructions - Meeting Series'. The ribbon includes 'File', 'Meeting Series', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Meeting Series' tab is active, showing options for 'Delete', 'Add Webex Meeting', 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Cancel Invitation', 'Check Names', 'Response Options', 'Show As' (set to 'Busy'), 'Reminder' (set to '5 minutes'), 'Recurrence' (with a circular arrow icon), 'Categorize', 'Dictate', and 'View Templates'. A message states: 'You haven't sent this meeting invitation yet. 17 instances of this recurring appointment conflict with other appointments on your Calendar.' The main area shows the meeting title 'Reoccurrence Meeting Instructions', a 'Send' button, and a 'Recurrence' section stating 'Occurs every Monday and Tuesday effective 6/24/2019 until 10/14/2019 from 1:00 PM to 2:00 PM' with an 'Edit Recurrence' link. A 'Room Finder' button is also visible. The status bar at the bottom indicates 'In Shared Folder' and 'Calendar - alicia.knapp@nyserda.ny.gov'.

NOTE: If you include rooms or equipment in your recurring meeting and receive a decline response due to exceeded time frame (all reservations are limited to 180 days in advance) or any conflicting time(s) during the duration of the recurrence the system will decline **ALL** instances of the reservation and not just the conflicting date/time.