

When adding Appointments, Meetings or Events into the Calendar there may times when you will require them to be entered every week or month or even years as is the case with birthdays and anniversaries.

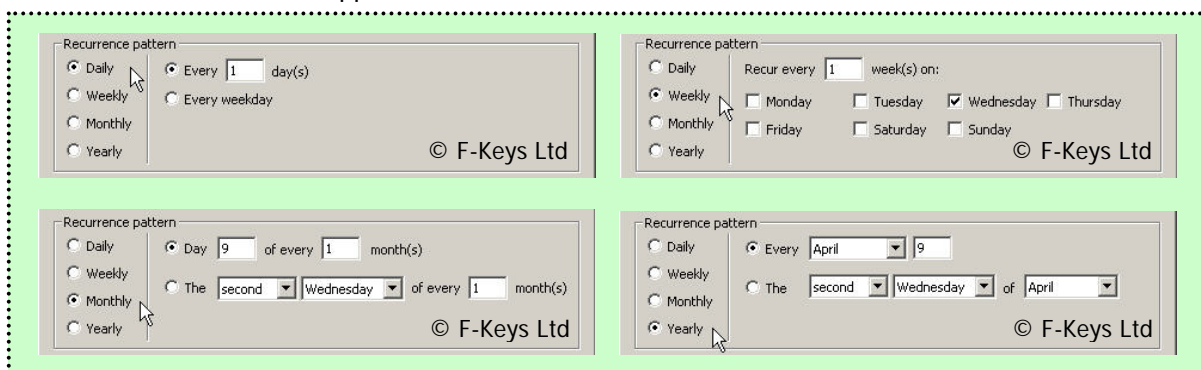
On opening relevant dialog boxes to enter your appointment, meeting or event details you will see that the standard toolbar displays the recurrence... button.



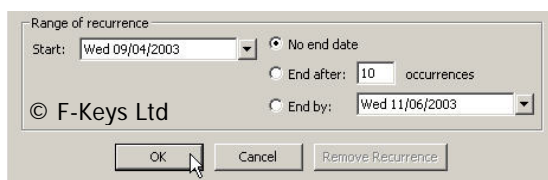
On selecting this option you will be presented with a dialog box, the **Appointment time** section allows you to set the Start and End times and will display the time duration to the right hand side.



The **Recurrence Pattern** section will change according to your required period of recurrence based on Day, Week, Month or Year. This section allows the user to apply a variety of options to best fit the occasion for which it is to be applied.

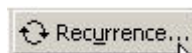


The **Range of Recurrence** section allows the user to set the number of occurrences or a final date time when the occasion is to be ended or finished. Choosing the No end Date will result in the occasion being entered indefinitely, this would be the choice when entering items such as Birthdays or Anniversaries.



Applying the Recurrence Settings

- Click on the Recurring button on the standard toolbar
- In the **Appointment time** section select the **Start** and **End** time and/or **Duration** if required.
- Depending on your required Recurrence pattern select **Daily**, **Weekly**, **Monthly** or **Yearly**
- Apply the relevant settings to then available options.
- Under the **Range of recurrence** section select the end options required.



When modifying previously entered occasions you will be prompted as to if you would like to open the single occurrence event or the series of events.

