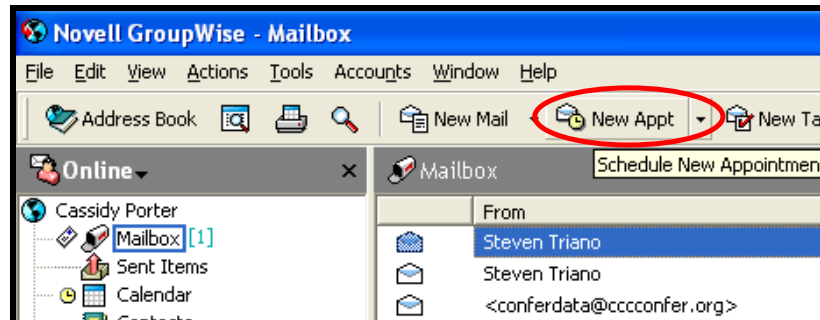


How to Set a Recurring Appt

In this case we will be using the example of a class held Tue/Thur from 9-11

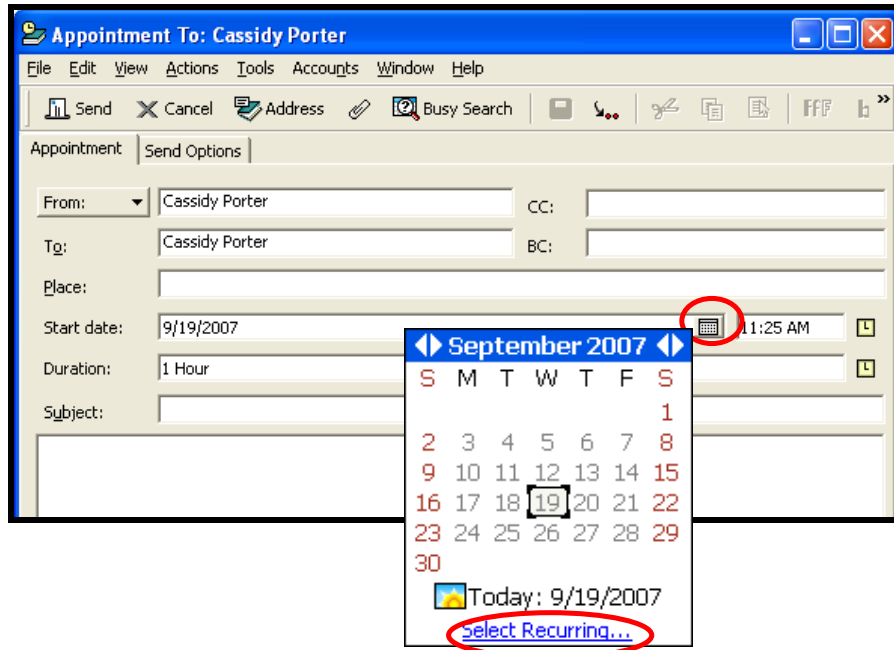
Step 1:

- Chose New Appt from the icon bar



Step 2:

- Click the calendar icon to pick your dates and choose "select recurring"



How to Set a Recurring Appt

Step 3:

1. Choose the "example" tab Tab
2. Put in the last day of the appt (in the case the semester)
3. Then chose the months that the appt will run (the semester)
4. Choose all of the tue/thur of the month

The screenshot shows the 'Auto-Date' dialog box with the following configuration:

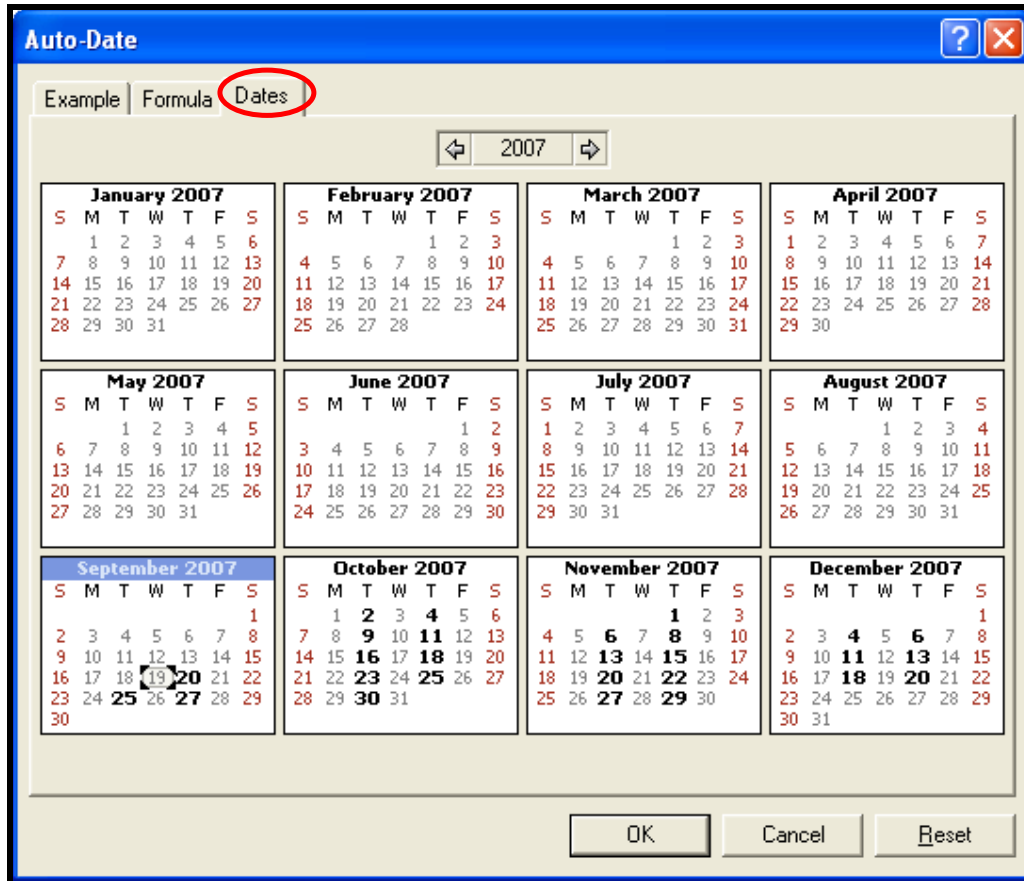
- Example** tab is selected (circled in red with '1.').
- Range:** Start: 9/19/2007, End: 12/21/2007 (circled in red with '2.').
- Months:** Aug, Sep, Oct, Nov, Dec are selected (circled in red with '3.').
- Days of the Week:** Tue and Thu are selected (circled in red with '4.').

Buttons at the bottom: OK, Cancel, Reset.

How to Set a Recurring Appt

Step 4:

- You can click the "Dates" tab to make sure the days are correct (in this case, all tue/thur for the semester)



Step 5:

- Click "OK"

How to Set a Recurring Appt

Step 6:

- Type in the time the appt starts (9:00 AM)

Appointment To: Cassidy Porter

File Edit View Actions Tools Accounts Window Help

Send Cancel Address Busy Search

Appointment Send Options

From: Cassidy Porter CC:

To: Cassidy Porter BC:

Place: M8

Auto-Date: (Recurring Date) 9:00 AM

Duration: 2 Hours

Subject: BIO 32 1452

Folder: Calendar

Step 7:

- Type in the duration of the appt (2)

Step 8:

- Title the appt by filling in the "Subject line"
- Type in the place (classroom number)
- Fill in any other information you desire

Step 9:

- Click "Send"

Appointment To: Cassidy Porter

File Edit View Actions Tools Accounts Window Help

Send Cancel Address Busy Search