

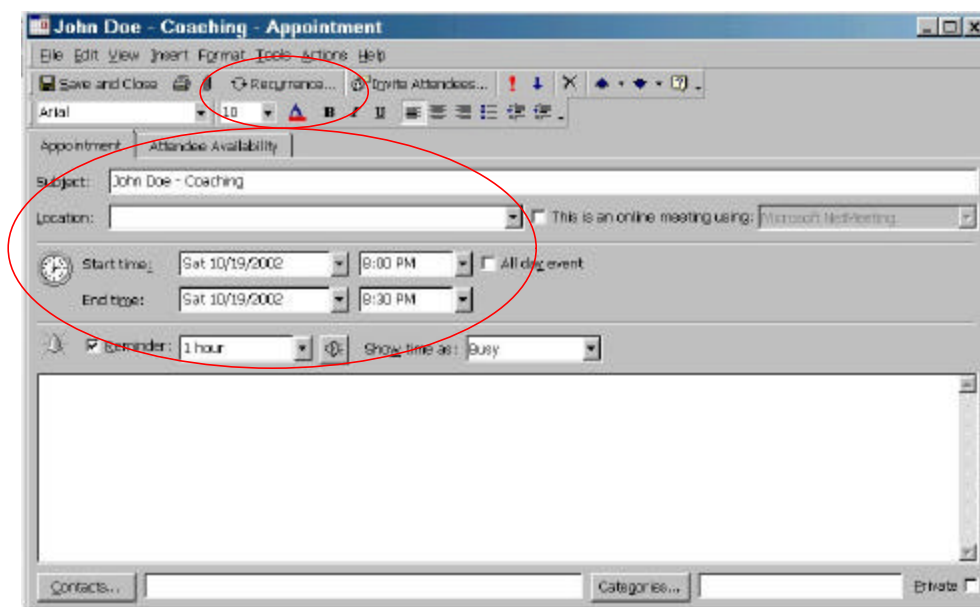


# Taming The Technology Tiger

<http://www.TechnologyTiger.com>

## How To Create A Recurring Appointment

1. From the **File** menu, select **New, Appointment**.



2. Enter in the **Subject, Date** and **Time**.
3. Click the **Recurrence** button.

**Appointment Recurrence** [?] [X]

Appointment time  
 Start: 8:00 PM End: 8:30 PM Duration: 30 minutes

Recurrence pattern  
 Daily    Recur every 1 week(s)  
 Weekly     Sunday     Monday     Tuesday     Wednesday  
 Monthly     Thursday     Friday     Saturday  
 Yearly

Range of recurrence  
 Start: Sat 10/19/2002     No end date  
 End after: 3 occurrences  
 End by: Sat 11/02/2002

OK    Cancel    Remove Recurrence

4. In the **Recurrence Pattern** area, select **Weekly**.
5. Select **Recur Every 1 Week**.
6. Select the appropriate day of the week that the appointment will recur on.
7. In the **Range of Recurrence** area, select **End After** and type in the number of occurrences. (For example, if you coach this client the first 3 weeks of a month, enter 3.)
8. Click **OK**.
9. Click **Save And Close**. You have now set up a recurring appointment for this client.