How to Create a Recurring Meeting

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrrain@uvic.ca.
A meeting occurs at a scheduled time and location. Unlike appointments, it includes notifying and inviting other people. A meeting in your calendar could be one you set up, or it could be one you’ve been invited to by someone else. Meetings appear both in your calendar and in the calendars of the other people who are involved.

1. To create a meeting click on New and select Meeting Request.

**Note:**
If you are already familiar with initiating a meeting, but would like only to see how to create a Recurrence, skip to page 5 of this tutorial.
2. Enter a **Subject** and **Location** for your meeting and adjust the **Start** and **End** times if necessary.

3. Make sure the **All Day Event** box is **not** selected and include a comment or description in the field provided.

4. When you are finished, click on the **Scheduling Assistant** button to begin inviting attendees.

**Note:**

To invite a **Resource** (*i.e.*, room) or **Optional Attendees**, please see the “**How to Initiate a Meeting**” tutorial.
5. Click on Add Attendees to open the Global Address List.

6. Enter a name in the Search field and highlight the name of the person you wish to invite. Then click on Required ➔.

Repeat step 6 to add additional attendees and click OK when you are finished.
7. You can now scroll through the calendar to find the next available meeting time for all attendees, or use the **Suggested Times** in the bottom right of the screen to automatically search for the next available meeting time open to all invitees.

8. If your meeting is recurring, click on **Recurrence**.
9. You can then adjust the Appointment time, Recurrence Pattern and Range of Recurrence.

10. When you are finished, click OK to return to the Meeting window.
11. The **Recurrence** has now been added to your meeting.

12. Click **Send** to send the invitation.
13. The meeting has now been created in your calendar and will also appear in the calendars of those invited.
To view other related tutorials on Outlook Exchange 2007, please visit helpdesk.uvic.ca/ecs.