

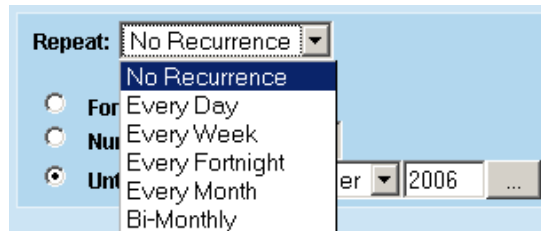
Using the calendar

Setting recurrence on an appointment

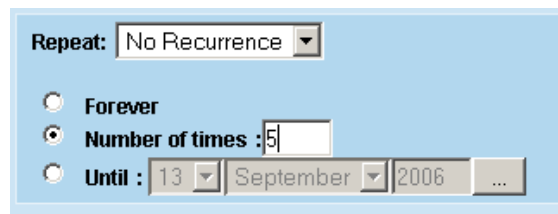
1. Create a new appointment first, but before saving it, click the recurrence tab at the top of the new appointment screen.



2. Use the drop down menu to select how often the appointment recurs.



3. Click in the tick box to select the duration of this recurrence, or use the drop down menus to select an end date.



4. Click on save to complete the process.

