



Outlook Tip of the day:

If you were to have a really irregular schedule, with hardly any appointment/meeting on the same day/time combination or even a need to adjust the subject for each recurrence, using categories would be a better approach to create a series of related appointments/meetings.

1. Create a new meeting/appointments and set up your first meeting with all the information.
2. Assign it a unique Category to identify the grouped set of appointments.
3. Save and close the item.
4. Select the meeting in your Calendar.
5. Copy the meeting (keyboard shortcut: CTRL+C).
6. Select the day/time of the second occurrence.
7. Paste the meeting.
8. If this is an actual meeting item (you have added people as attendees to it), double click the item to open it and press Send to send out the meeting request.
9. Repeat steps 5-8 for all the other occurrences.