

Recurring Events

You can make events recur in the Calendar by selecting the **Repeat** checkbox. The Create Event dialog box expands and reveals additional options for creating multiple events based on a repeating pattern.

Specifics and Limitations on Repeating Events	
Repeat Options	Daily, Weekly and Monthly Supported
Daily	End after a specified number of times or on a particular day.
Weekly	Schedule events on a specified day of the week. End after a specified number of recurrences or on a particular date.
Monthly Report	Schedule events on a day of the month (1-31) or day of a particular week (first Sunday, second Monday etc.). End after a specified number of recurrences or on a particular date.
Edit an Instance	You can edit an instance of the series. If the date or time of the instance is changed, that particular instance has a “broken” icon to indicate that it no longer conforms to the original series rules. Changing the name or description of an instance DOES NOT break the instance from the series.
Editing Series (Known Limitation)	At this time you CANNOT edit an entire series. Once the series has been created, you can bulk delete or make changes to individual instances.