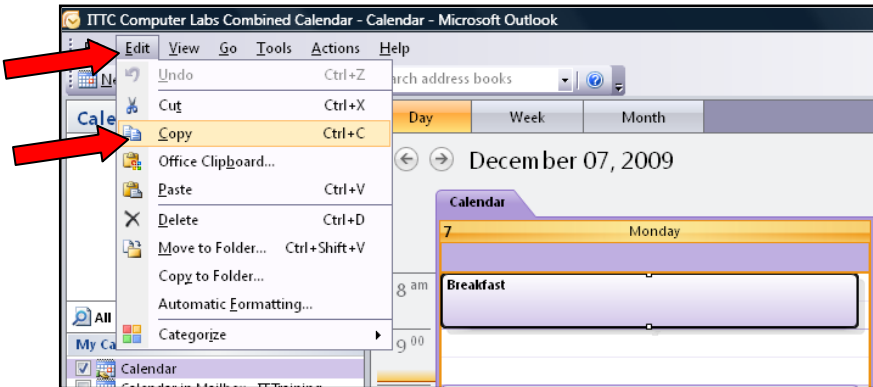
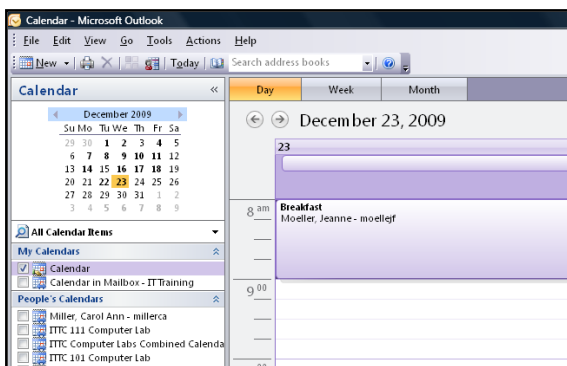
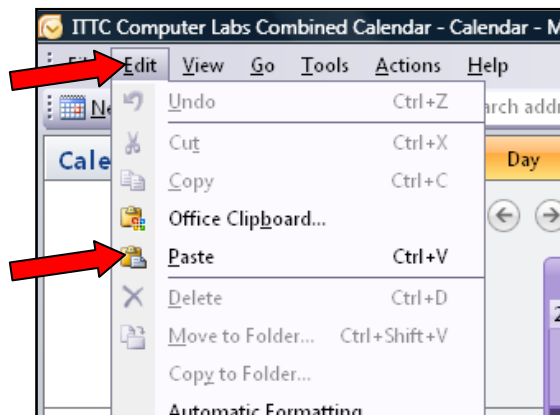
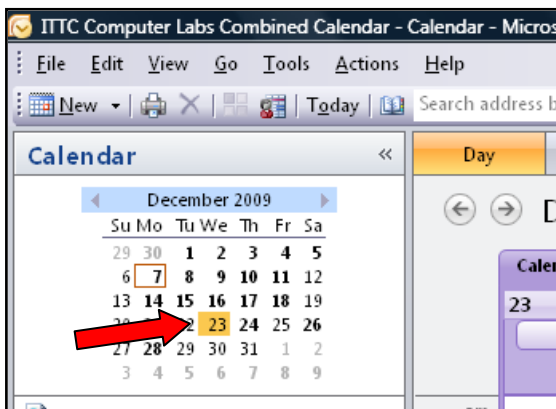


Schedule a recurring meeting that is not part of a series.

1. Create your meeting – **save and close**.
2. **Single click** on the meeting.
3. **Click** on Edit.
4. **Click** on Copy.



5. Use the calendar in the navigation pane to select additional dates –
6. **Click** on the date.
7. **Click Edit**. The date you selected will open up.
8. **Click Paste**.



To add additional dates, repeat steps 5 – 8.