Recurring Meetings

Meetings that occur on a daily, weekly or monthly basis are considered recurring.

Recurring Meeting Criteria

To avoid confusion, any recurring meetings that you create should adhere to the following:

- The attendees should be the same in ALL occurrences of the meeting. Attendees can be added or removed, but it must be done for ALL occurrences.
- The meeting location is the same for all occurrences.
- The day/time is the same for all occurrences.
- Always establish an end date for the meeting.
- Maximum recurrence should be one year. If the recurrence must extend beyond a year, you should create a new recurring meeting. In these cases, it might help to identify the meeting by adding the year to the “Subject” line (e.g., IT Project Team Meeting 2013).

In addition to the criteria listed above and the general steps below, please refer to the Detailed Best Practices on reverse.

Create a Recurring Meeting

To create a recurring meeting or appointment, follow the steps below:

1. Create a meeting or an appointment.
2. Click Recurrence and select how you want the meeting to recur.

Edit a Recurring Item

To edit ALL INSTANCES of a recurring meeting, follow these steps:

1. With the Calendar open, double-click on the recurring meeting.
2. Select “The Entire Series” radio button. Click OK.
3. Make the necessary meeting changes (e.g., time, date, attendees, room).
4. Click Send Update.

To edit AN INSTANCE of a recurring meeting that INVOLVES ONLY 2-3 people, follow these steps:

1. With the Calendar open, double-click on the occurrence of the recurring item that you need to change. A dialog box similar to the one at right will appear.
2. To change this occurrence only, select the “Just this one” radio button. Click OK.
3. Make the necessary meeting changes (e.g., time, date, attendees, room).
4. Click Send Update.

To edit AN INSTANCE of a recurring meeting that INVOLVES A LARGER number of people, follow these steps:

1. Cancel the single occurrence of the meeting, not the entire series.
2. Use the EXACT same subject as the recurring series AND append the date of the meeting to create a new, non-recurring meeting.
3. Make the necessary changes to the single meeting (room, time, etc.) and click Send.

Last Updated: 6/18/14

We can help! Use these shortcuts for Office of Information Technology assistance:
24/7 Info & Work Requests :: www.ohio.edu/oitech :: IT-related trouble reports, assistance requests
Password Changes :: www.ohio.edu/ohiopassword :: Help with password changes and account security
Network Registration (NetReg) :: www.ohio.edu/netreg :: More details and FAQs about NetReg
Email Help & Forwarding :: www.ohio.edu/email :: Help with Catmail, email forwarding, and Exchange
Blackboard Assistance :: www.ohio.edu/blackboard :: Extensive help files for using Blackboard
Software Sales & Licenses :: www.ohio.edu/software :: Downloadable software and software sales
Bobcat Depot :: (597-DEPO) www.ohio.edu/techdepot :: Walk-Up tech assistance and sales in Baker Center