Microsoft

Create a Meeting, add a Recurrence

Quick Reference Guide

Creating a meeting and setting recurrence in Outlook is a simple yet powerful way to manage your schedule effectively. With Outlook's meeting feature, you can invite attendees, set a location, and include key details such as agendas and attachments. The recurrence option allows you to schedule meetings on a daily, weekly, monthly, or custom basis, ensuring regular events like team check-ins or project reviews are automatically added to your calendar. This feature helps you stay organised, avoid the hassle of manual scheduling, and ensures consistency in your workflow.
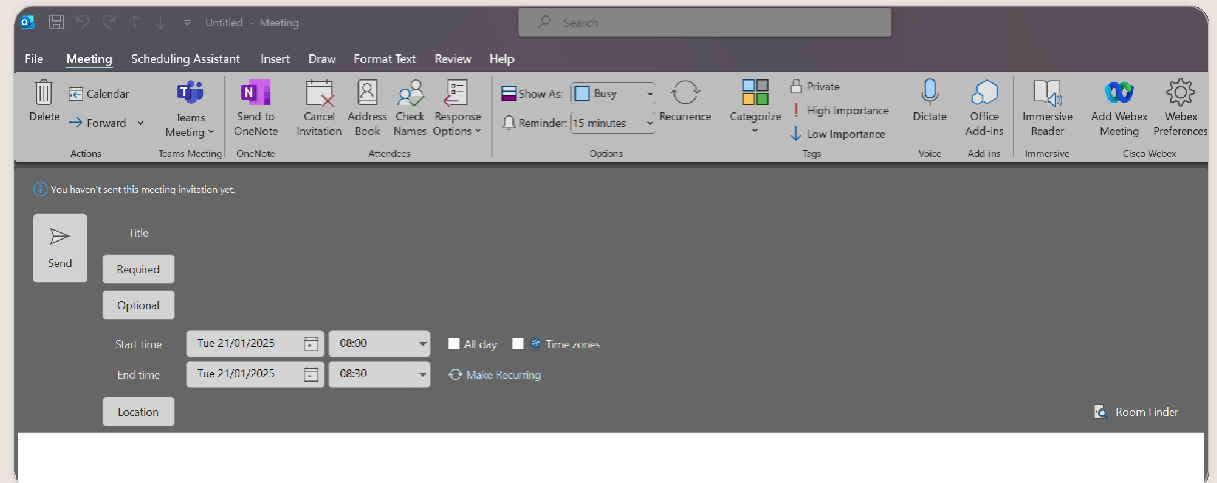
Add a New Meeting

- Launch **Microsoft Outlook**, and click on the **"Calendar"** icon from the navigation bar.

- Once in the calendar view, click on **"New Meeting"** in the ribbon at the top.
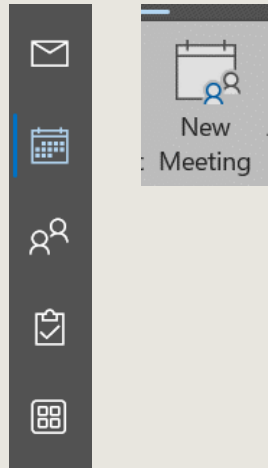

Fill in Meeting Details

- In the new meeting window enter, Title, Attendees, Location and Data & Time.

- **Why this is Important:** Setting clear details ensures everyone knows when and where to join, making meetings smoother and more productive.

Set Up Meeting Recurrence

- Click on the **"Recurrence"** button in the top menu (it looks like a circular arrow 🔄).

- In the **Appointment Recurrence** window, customise your settings: Recurrence Pattern, Time Settings, Repeat Options, End Date.
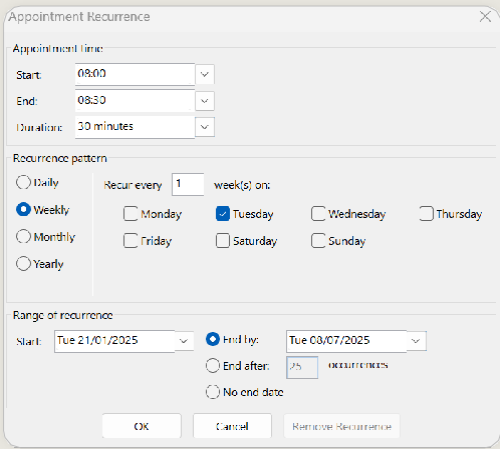
Add Meeting Agenda & Notes

- Use the meeting body section to add a brief agenda, attachments, or links to relevant documents. Even Attach important files directly to the meeting invite so everyone has access beforehand.
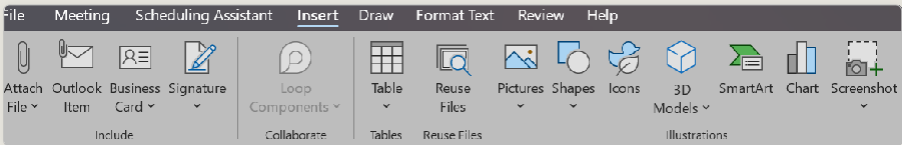
- Mention key discussion points to keep your meeting focused and productive.

Send the Invitation

- Before sending, optionally Check attendee availability by using the Scheduling Assistant before sending to avoid conflicts.