

Scheduling Recurring Events

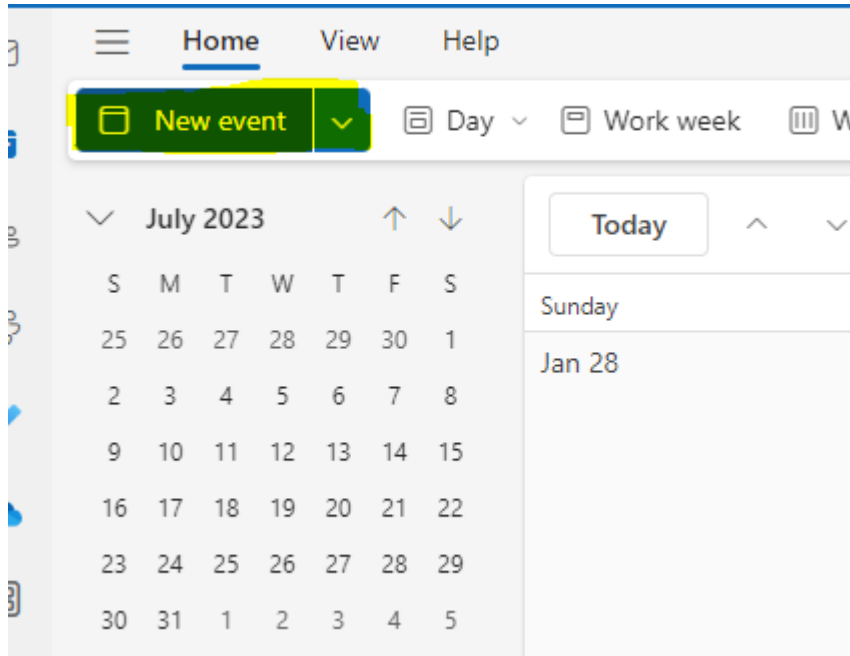
Introduction

Scheduling recurring events is a great way to better define when an event that is spanning multiple days is occurring on your calendar. For example, a meeting that is happening Monday through Wednesday between 9am and 4:30pm.




Step-by-Step


Webmail


1. Log into your NTCC webmail, then go to the calendar
2. Click on New Event
- 1.











3. Select the date and times that the first day of the multi-day event occurs

1.   Calendar 

 **Add a title**





 Invite attendees





 7/4/2022  8:00 AM   All day

7/4/2022  4:30 PM   Daily 

Occurs every day until Sep 5, 2023


4. Select Daily under the repeat dropdown

 8:00 AM   All day  Time

 4:30 PM   Daily 

Occurs every day until Sep 5, 2023

Location or location

1.  Attachment or attach documents


Don't repeat


Daily




Weekly








Monthly


5. Choose to repeat the event every day applicable. Be sure to set the end date to the last day of the event

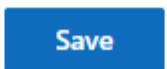
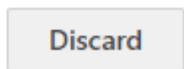
1. **Repeat** 

Start 7/4/2022 

 Repeat every 1  day 

Occurs every day until Jul 7, 2022  [Remove end date](#)

Revision #1

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