

Scheduling Recurring Events

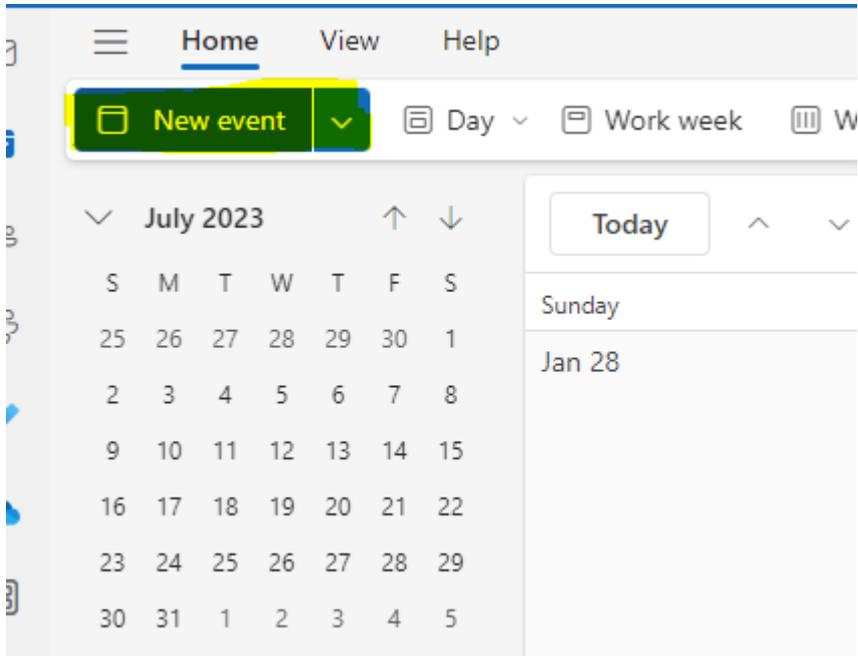
Introduction

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

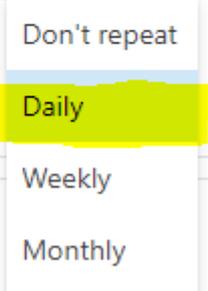
 8:00 AM  All day  Time

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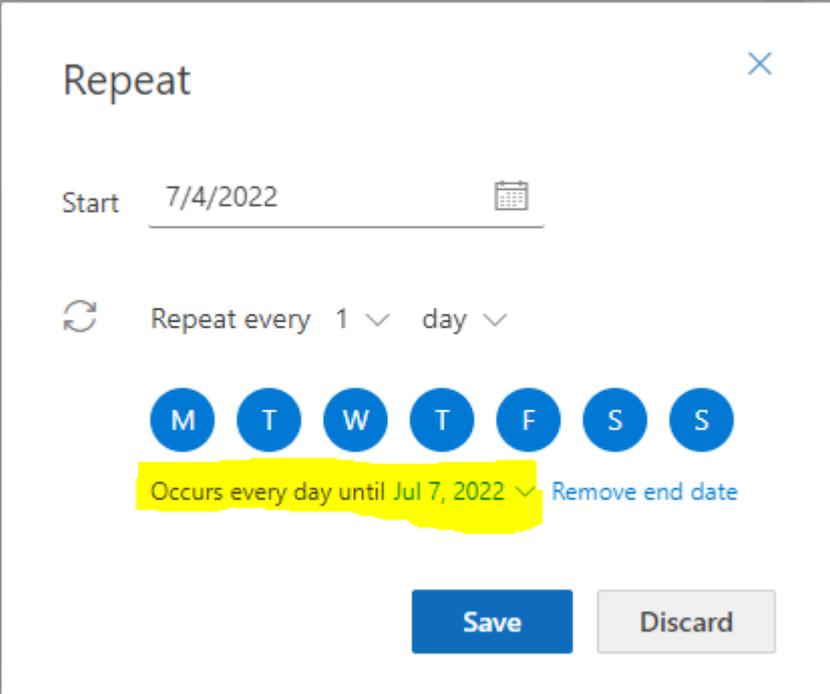
Location or location

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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