**Step 1: Click "New Item" on the Home tab and select "Meeting"**
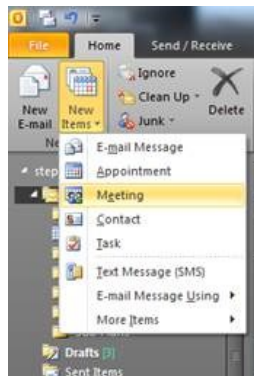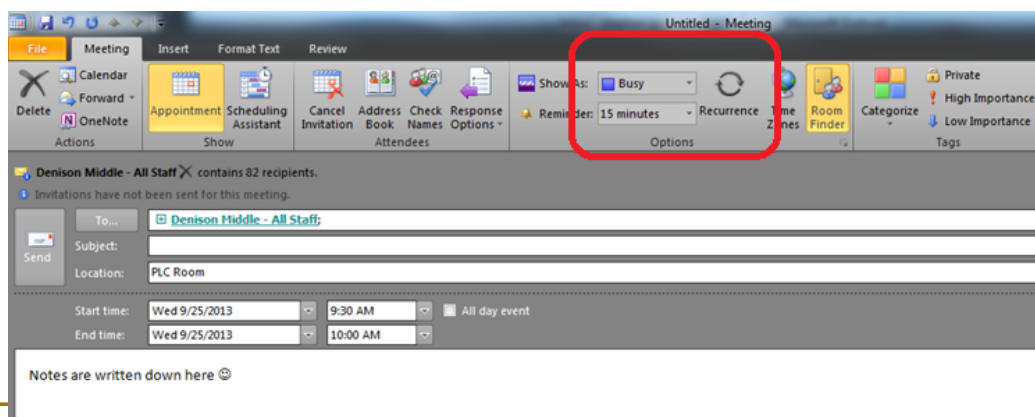
**Step 2: This step is almost the same as preparing an email…enter your recipients in the "To" line, add a location, set up the time frame and add any notes at the bottom.**
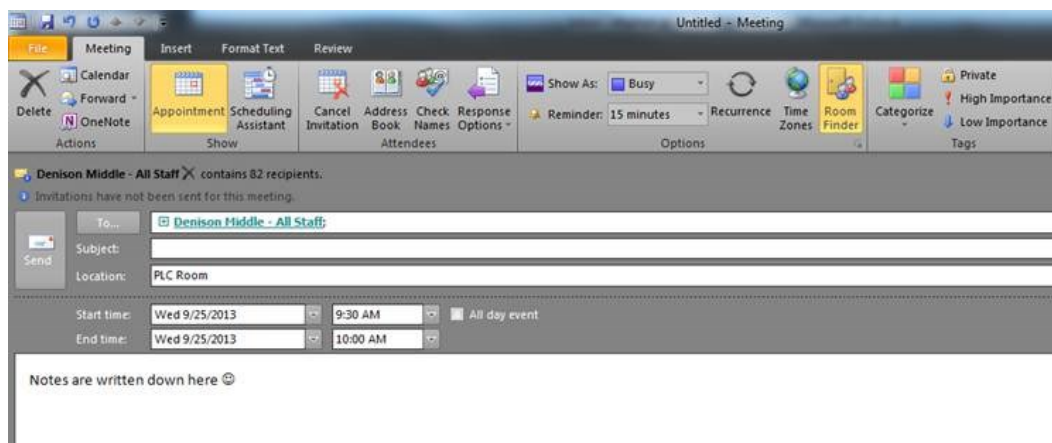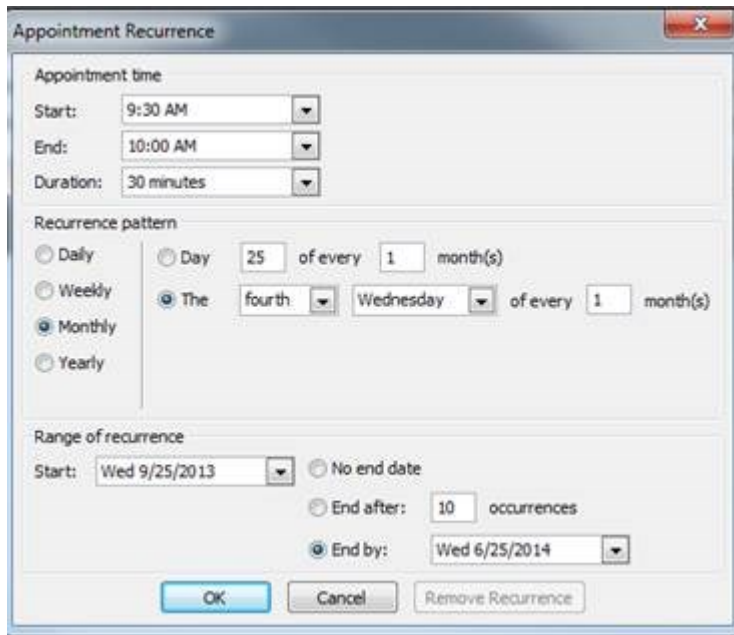
**Step 3: (My favorite part to keep myself organized) Set a reminder and recurrence at the top**

**CREATED BY S. GAYMONT**

**Step 4: The reminder is a pretty self-explanatory drop-down menu, so I will skip that. The recurrence choices give you quite a bit of flexibility to choose from. Just select the options you want and click "Ok".**



**Step 5: Unless you want to experiment with the other buttons or options, just click "Send" as if it were a normal email and you have set up a recurring meeting with a reminder ☺**