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.

Delete	Calendar Forward • N OneNote	Appointment Sched Assist	uling Cancel		ck Response es Options -	Show As:		- O Recurrence	Time Room Zones Finde		<ul> <li>Private</li> <li>High Important</li> <li>Low Important</li> <li>Tags</li> </ul>
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		Il Staff X contains 82 been sent for this me									
	To	Denison Middle	- All Staff;								
-	To Subject:	Denison Middle	<ul> <li>All Staff;</li> </ul>								
Send	To Subject: Location:	Denison Middle	<ul> <li>All Staff;</li> </ul>								
	Subject: Location:	PLC Room									
	Subject: Location:	PLC Room	- 9:30								

Step 3: (My favorite part to keep myself organized) Set a reminder and recurrence at the top

Delete	Calendar Sorward * OneNote Actions	Appointment	Assistant	Cancel Invitation		k Response s Options *	_	As: Busy der: 15 minutes Op	Recurrence	1 me Z nes Finder	Categorize	<ul> <li>Private</li> <li>High Importa</li> <li>Low Importa</li> <li>Tags</li> </ul>
× .	ison Middle - A			ents.								
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		PLC Room										
		Wed 9/25/20	13	▼ 9:30	AM 👻	🔲 All day (						
		Wed 9/25/20	13	- 10:00	AM 👻							
Note	End time: es are written			∞ 10:00	AM 👻							

DENISON MIDDLE SCHOOL MEDIA CENTER

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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".

Apponune	nt time					
Start:	9:30 AM					
End:	10:00 AM					
Duration:	30 minutes					
Recurrence	e pattern					
O Daily	() Day 25	of every 1 month(s)				
O Weekly	The four	th 💌 Wednesday 💌 of every 1 month				
Monthly						
Tearly						
~						
0						
	ecurrence					
Range of r		💌 💿 No end date				
Range of r	line and the second second	No end date     End after: 10 occurrences				
Range of r	line and the second second					

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 ☺

