

FILE TASK INSERT FORMAT TEXT REVIEW

Save & Delete Forward OneNote Close

Task Details

Mark Complete Assign Task Send Status Report

Recurrence Skip Occurrence

Categorize Follow Up

Private High Importance Low Importance

i Due today.
Starts the first Monday of every 1 month(s) effective 4/6/2015.

Subject: Submit monthly expense reports

Start date: Mon 4/6/2015

Due date: Mon 4/6/2015

☒ Reminder: Mon 4/6/2015

Task Recurrence

Recurrence pattern

☐ Daily

☐ Day 6 of every 1 month(s)

☒ The first Monday of every 1 month(s)

☐ Regenerate new task 1 month(s) after each task is completed

☒ Weekly

☒ Monthly

☐ Yearly

Range of recurrence

Start: Mon 4/6/2015

☒ No end date

☐ End after: 10 occurrences

☐ End by: Mon 1/4/2016

OK Cancel Remove Recurrence