

How to create repeating calendar events

Edit Event

Monthly Staff Meeting (bring Project Folders)

A A A A A A A A A A A A A A

Edit Icon

Border

Bold

Highlight

Time: 2:00 pm to 2:00 pm

on February 4, 2015 ☐ lasts more than one day

Repeats: Weekly every: 1 week(s)

☐ Mon ☐ Tue ☒ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Repeat ends

? Help

Add Reminder 1 reminder

Tags: Staff Meeting

Attach Links

Add a Note

Save to *Chuck Roper's Calendar

View history

Event Type Standard

Cancel

Copy

Send

Delete

Save Event