# How to schedule a recurring meeting using Microsoft Outlook

Microsoft Outlook lets you schedule recurring meetings for every day, week, or month.

**Prerequisites**

**Context**

Perform the following steps to schedule a recurring meeting using Microsoft Outlook:

1. Open Microsoft Outlook.
2. Under **Home** tab, click **New Items.**
3. Select **Meeting.**The new meeting window appears.
4. From the Options menu, click **Recurrence.**The Appointment Recurrence dialog box appears.
5. Under Appointment time, select the meeting start time, end time, and the duration of the meeting.