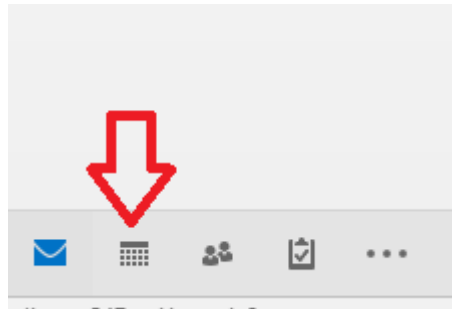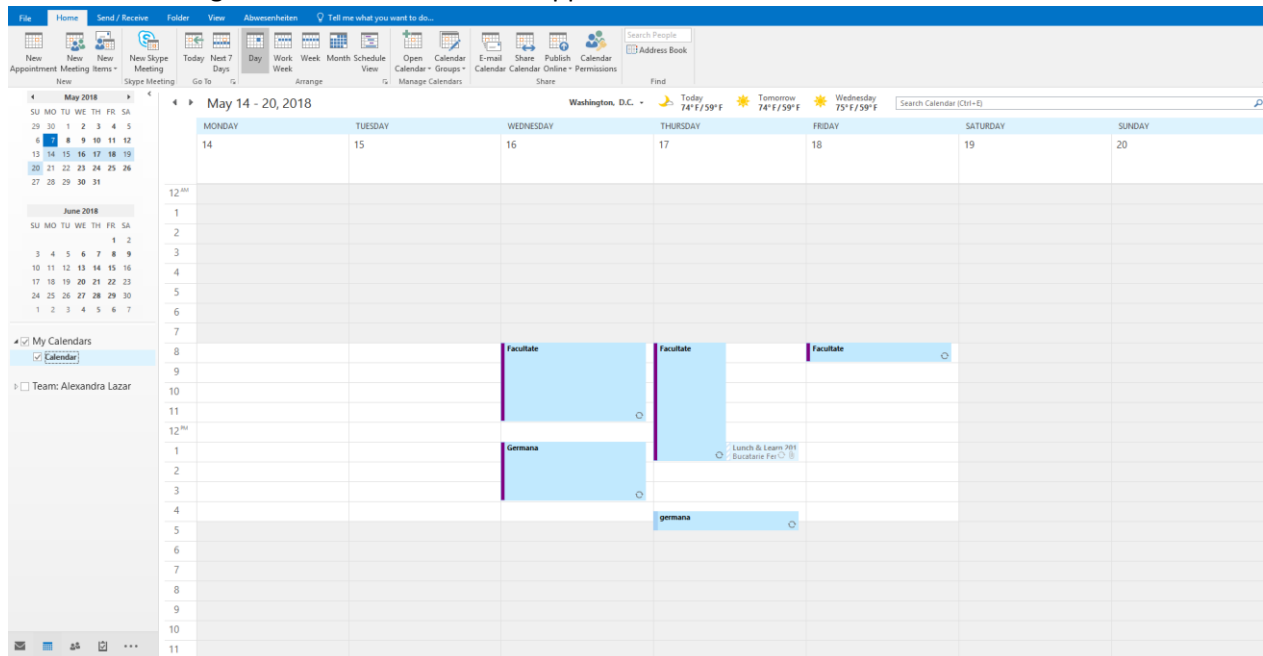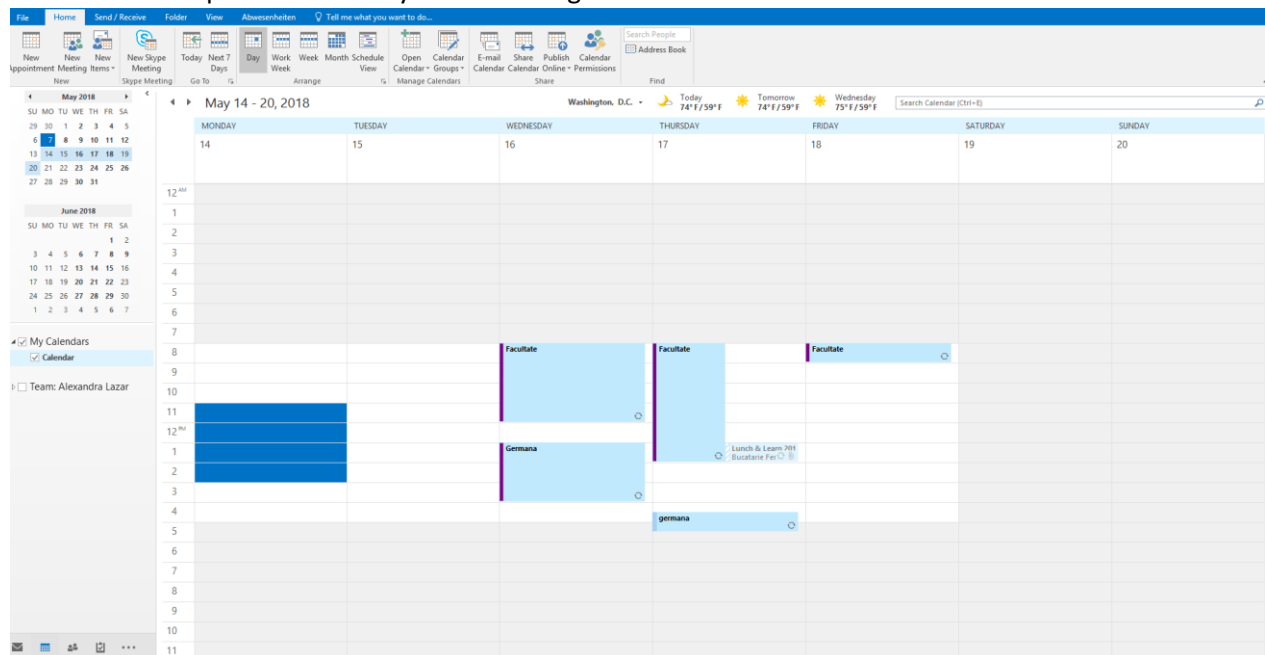1.   Open Outlook
2.   Click on the Calendar icon from the left side of the window
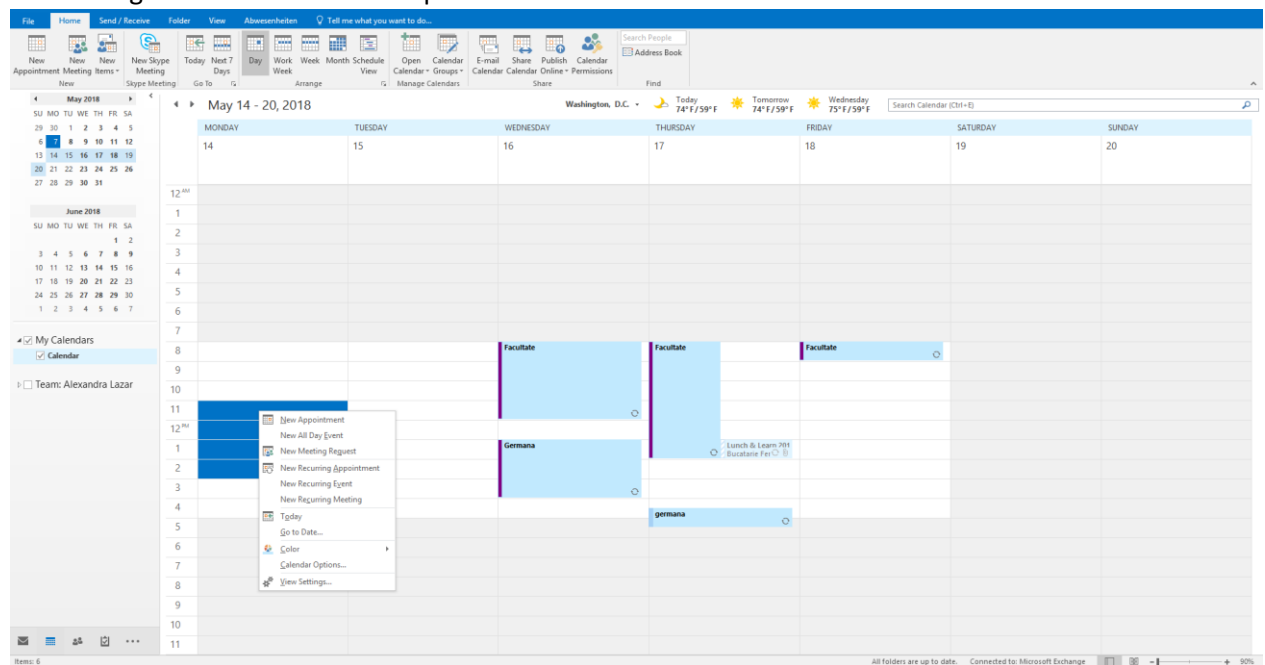

3.   On the right side a new window will appear

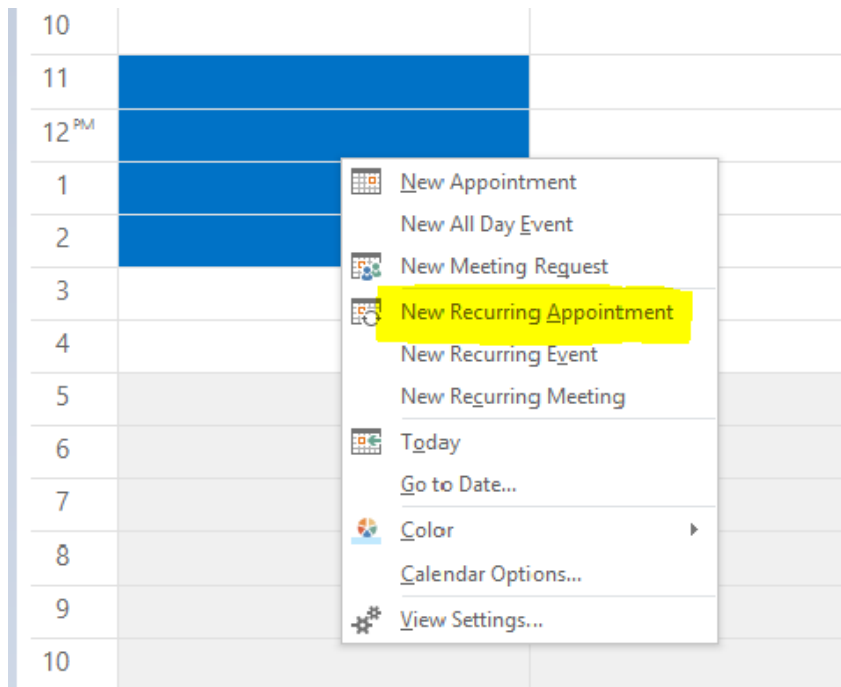4. Select a period of time by click and drag from start time to end

5. Right click on the selected period of time
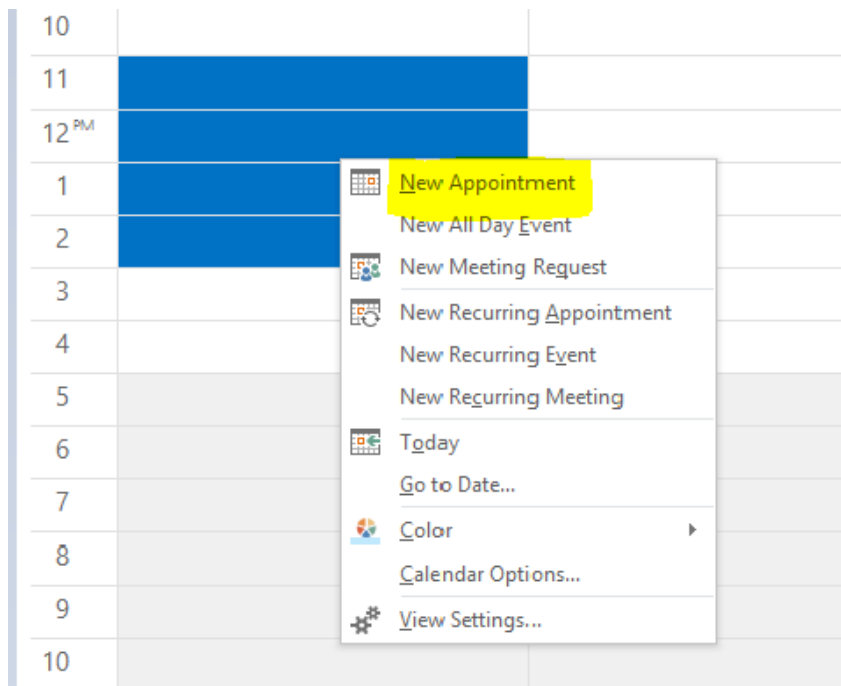
6.   Event type selection

6.1.   If it is a weekly appointment select "New Recurring Appointment"
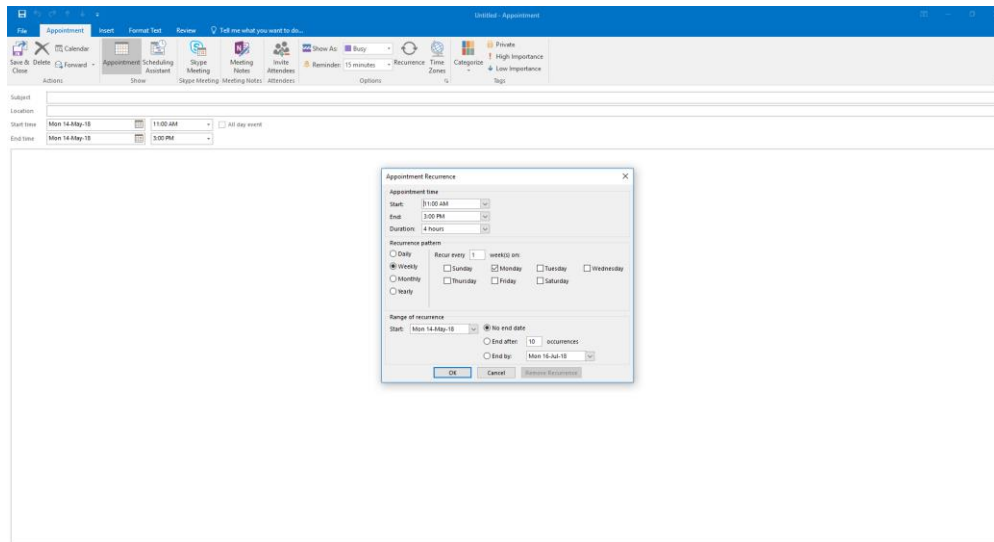

6.2.   If it is only for a day select "New Appointment"

7.   After the event type is selected a new window will be opened

      7.1. Recurring appointment – in the pop up, the event can be set as weekly, monthly or yearly and you can select the days of the week in which the event is displayed
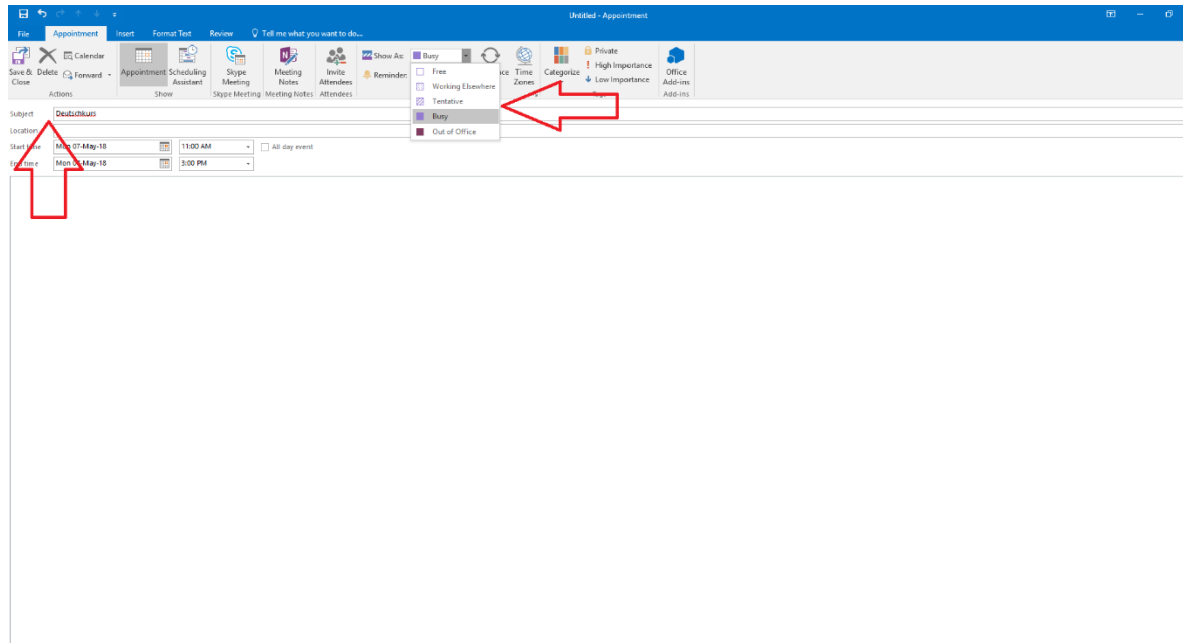

7.2.   Single Appointment selection will open the same window but without the pop up "Appointment Recurrence"
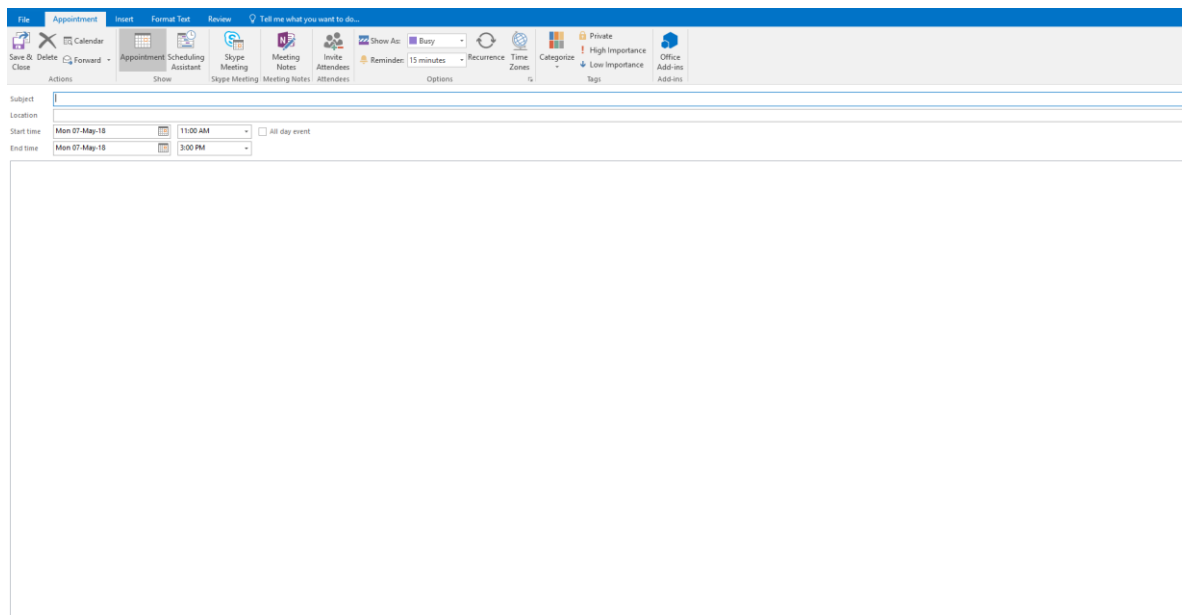
In both cases, the time and date can be changed.

8. Write a title for the appointment as shown below and select a "Shown as" option from the drop down list

9. Click on "Save and Close"