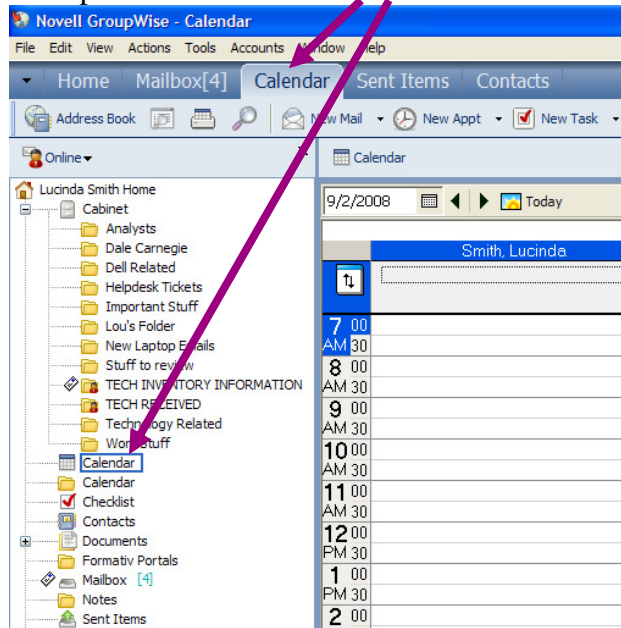
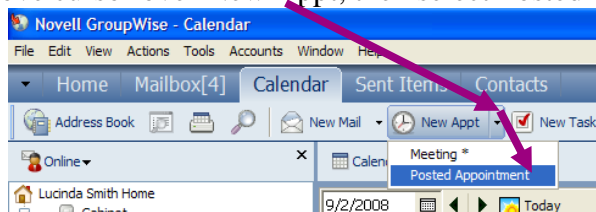


# Creating Recurring GroupWise Calendar Appointments

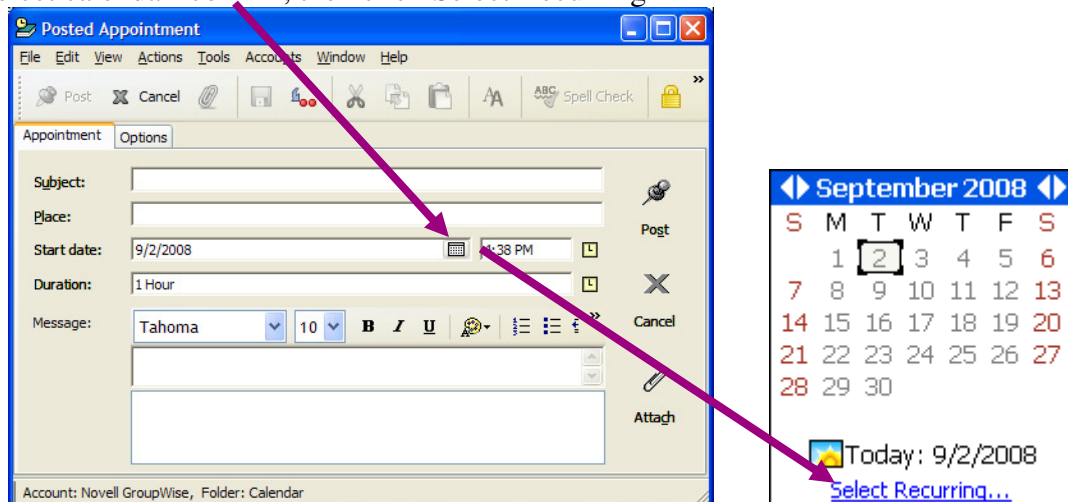
1. Open up GroupWise and select calendar view



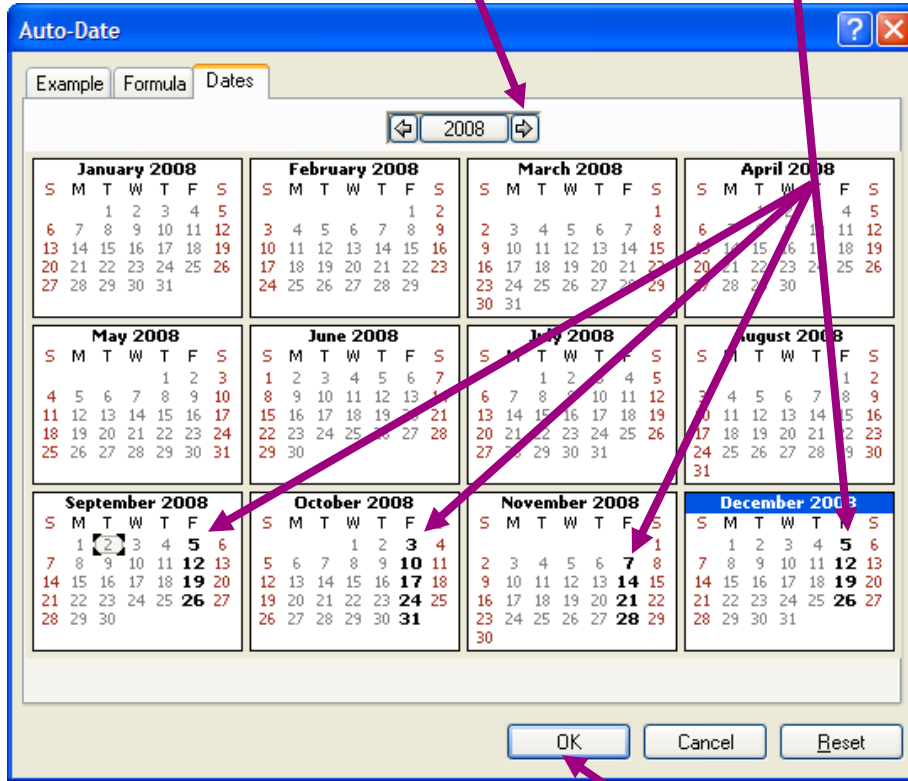
2. Next move cursor over New Appt, then select Posted Appointment



3. Next select calendar icon , then click Select Recurring



4. Select dates you want to be included in the recurring appointments by clicking on the date(s) on the calendar, if need different year select  , all dates selected will show up in bold like example



5. Once you have selected all of the dates you want select OK

6. Then fill out the rest of the appointment information and select Post

