Recurring Block Appointment

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Overview

How to create a recurring block appointment

Detailed Instructions

1. Select the needed date and drag to select the time.
2. Right-click and choose “New Recurring Appointment.”
3. Verify and make changes to the start and end times.
4. Enter the recurrence pattern and details on the right.
5. Enter details for the “Range of recurrence.”
6. Click “OK.”
7. Enter the block name, ops, and any notes.
8. Click on the “Properties” tab for additional options.
9. Set Notifications, Foreground and Background color, if desired.
10. Click “Save and Close.”

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