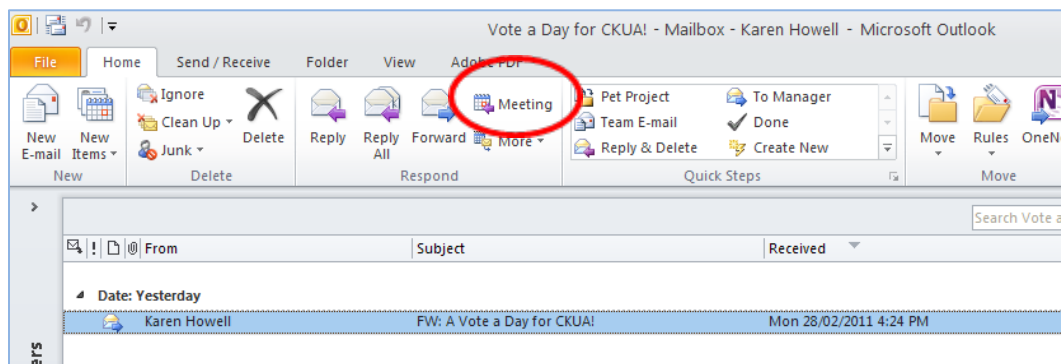
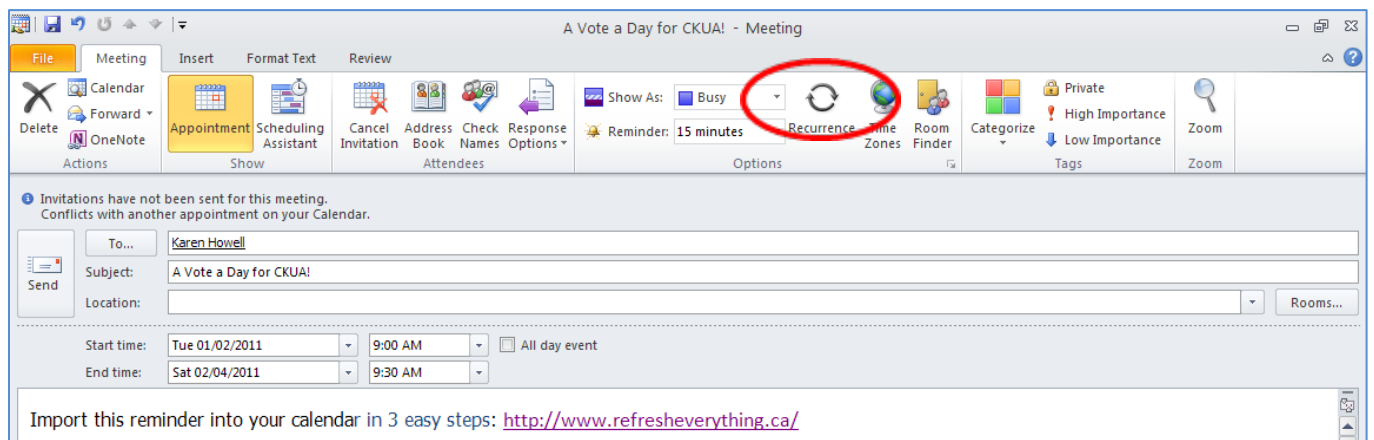


# Vote Every Day for CKUA at <http://www.refresheverything.ca/>

Step 1: Open Outlook and click 'Meeting'



Step 2: Click 'Recurrence'



### Step 3:

Appointment Time – choose time for reminder to appear in your calendar

Recurrence pattern – select Daily, every 1 day

Range of recurrence – Start = March 1<sup>st</sup>, End by May 1<sup>st</sup>

The screenshot shows the "Appointment Recurrence" dialog box with the following settings:

- Appointment time:**
  - Start: 8:30 AM
  - End: 8:35 AM
  - Duration: 5 minutes
- Recurrence pattern:**
  - Daily
  - Every 1 day(s)
  - Weekly
  - Monthly
  - Yearly
  - Every weekday
- Range of recurrence:**
  - Start: Tue 01/03/2011
  - No end date
  - End after: 62 occurrences
  - End by: Sun 01/05/2011

Buttons at the bottom: OK, Cancel, Remove Recurrence