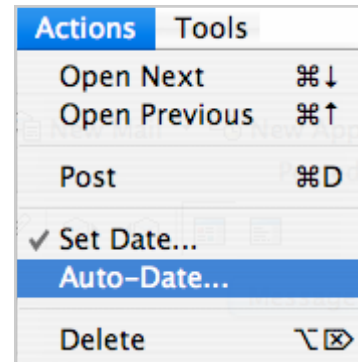


Any Task, Appointment, or Reminder Note can be created as a **Recurring Item**. This option is for items that occur on a regular basis such as every week or month.

- To make an item recurring, create a new item and then click on **Actions** in the item's menu toolbar.
- In the Actions menu click on **Auto-Date**.  
An Auto-Date window will appear.



The Auto-Date window shows an entire year.

- Select the days that the appointment will recur by clicking on them.
- Days selected will become bold.
- When finished, click on **OK** to save your changes and close the window.

**Note:** You cannot make an existing item recurring, nor can you edit the date or time of existing recurring items (changes will only apply to the single instance). A new item must be created and then recurring properties applied to it.

