

OUTLOOK

Tutorial 4: Cancelling an occurrence of a recurring meeting

Shepherd University

2019

HomeOrganizeToolsMeeting Series

Open

Cancel

Forward

Join Online

Invite

New Email

Reply All

Show As: Busy

Reminder: 10 Minutes

Edit Series

Categorize

Private

June 2019

SMTWTFSS

2627282930311

2345678

9101112131415

16171819202122

23242526272829

30123456

My Calendars

rstevens@shepherd.edu

No Category

Blue Category

Business

Green Category

Holiday

ICE

Orange Category

Personal

Purple Category

Quicklist

Red Category

Yellow Category

On My Computer

rstevens@shepherd.edu

Calendar

Search

June 23 - June 29, 2019

Washington, D.C.

Today 89°F/73°F

Tomorrow 81°F/65°F

Saturday 79°F/66°F

23 Sunday24 Monday25 Tuesday26 Wednesday27 Thursday28 Friday29 Saturday

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

Deans' Council

LeAnn Johnson 1on1

Sherry and Richie 1on 1

1. Select a meeting that you set up as a recurring meeting. It is a recurring meeting if has the 2 arrows that are in a clockwise motion

2. Double click anywhere in the box

Please note: This training was completed on a Mac. Icons may look slightly different on PC.

Outlook File View Meeting Format Tools Window Help

Untitled • Meeting • rstevens@shepherd.edu

Home Organize Tools Organizer Meeting Format Text

Appointment Meeting New Items

Send Cancel Appointment Scheduling New Email Reply All

Show As: Busy

Reminder: 10 Minutes

Recurrence

Request Responses

Allow Proposal

Room Finder

Check Names

Time Zones

Categorize Private

View Templates

October 2018

S M T W T F S

30 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

My Calendars

rstevens@shepherd.edu

To: [Redacted]

Subject: [Redacted]

Location: [Redacted]

Duration: 30 Minutes ☐ All day event

Starts: 10/ 2/ 2018 8:00 AM

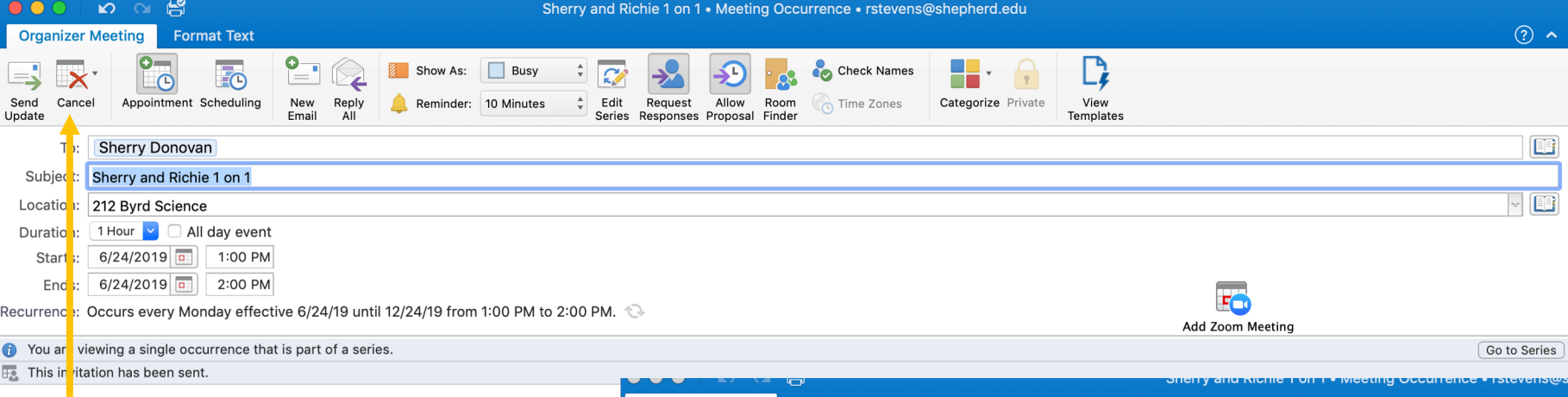
Ends: 10/ 2/ 2018 8:30 AM

This invitation has not been sent.

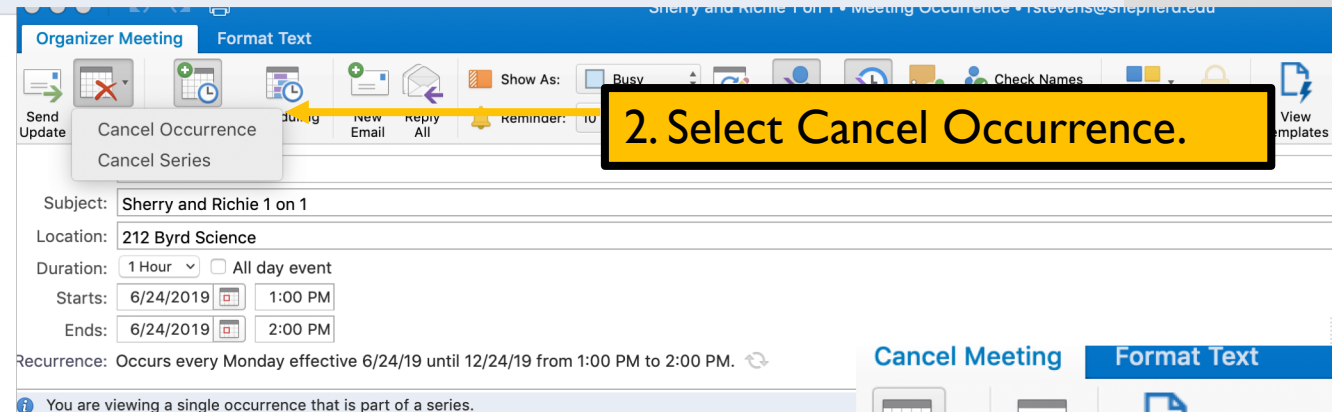
1. Complete Subject, Location, Date and Time per Appointment Tutorial I.

2. If a recurring meeting such as monthly staff or committee meeting or weekly class, click Recurrence.

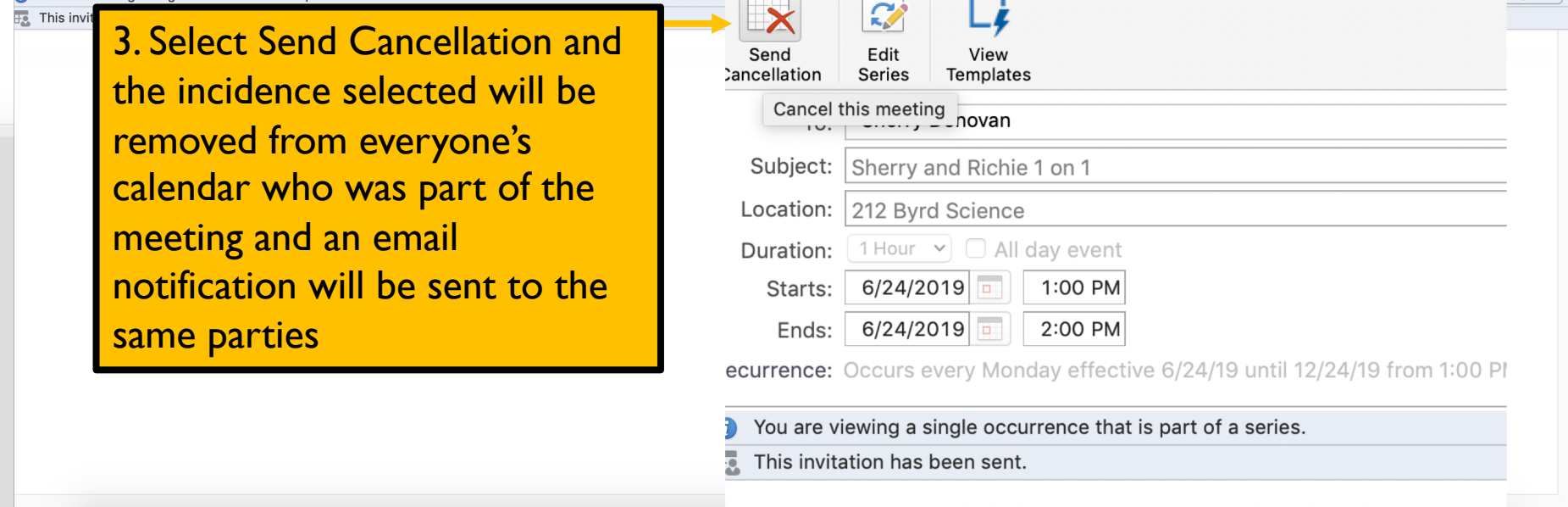




1. Screen will appear with information about the meeting. Select the cancel button.



2. Select Cancel Occurrence.



3. Select Send Cancellation and the incidence selected will be removed from everyone's calendar who was part of the meeting and an email notification will be sent to the same parties

OUTLOOK – TUTORIAL 4

- This tutorial provides an easy way to cancel one session of a recurring meeting without removing the entire series.