

Microsoft Calendar Suggestions

- x We recommend that you set an end date (maximum 6 months) when you schedule a recurring meeting. When you add an end date, you may prevent issues that can occur if you have to update the meeting several times. If you have an end date for a meeting and realize that something needs to be modified, avoid changing recurring meetings often. If a change is needed too many times. If you have a series that requires many changes, like many changes, cancel the series for everyone and create individual meetings.
- x Microsoft Outlook, Outlook Web App and the Outlook mobile app are the best for utilizing the calendar.
- x If you must use a mobile device to manage your calendar, use the Outlook mobile app.