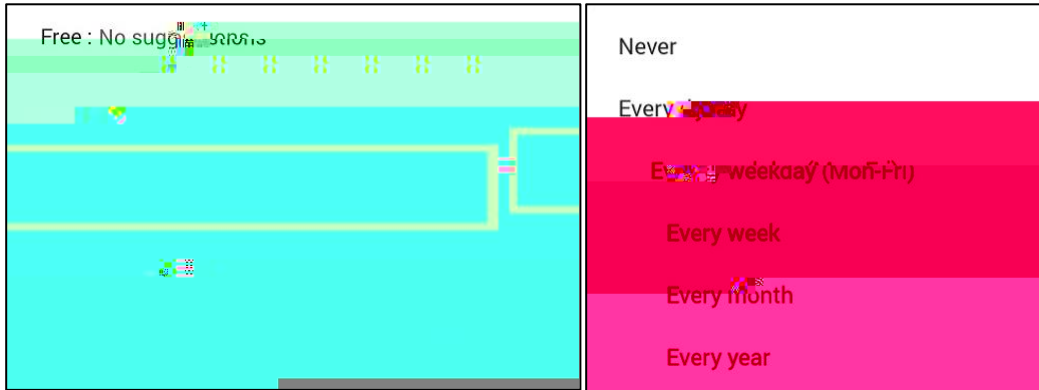



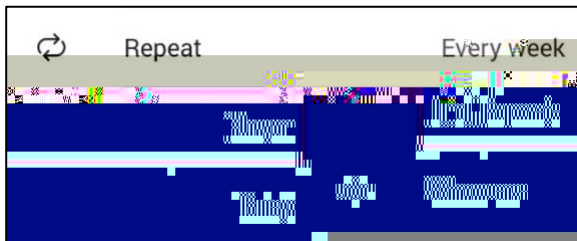


NOTE: We recommend creating a meeting description that is applicable for all of the re-occurring meetings, and not specific to an individual event.

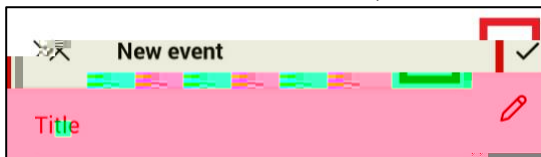
3. Select how often you want the event to be re-occurring by selecting  then the appropriate setting.



4. Select the  for the appropriate date for the last time your re-occurring meeting will occur.



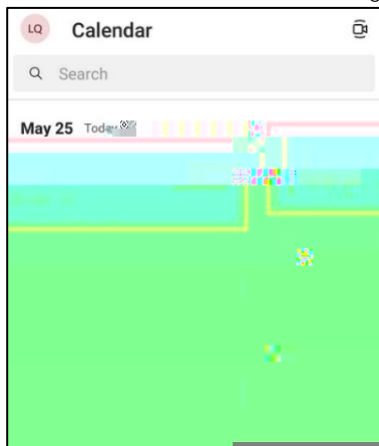
5. Select the  in the top left-corner to save.



## Sharing Your Re-Occurring Meeting

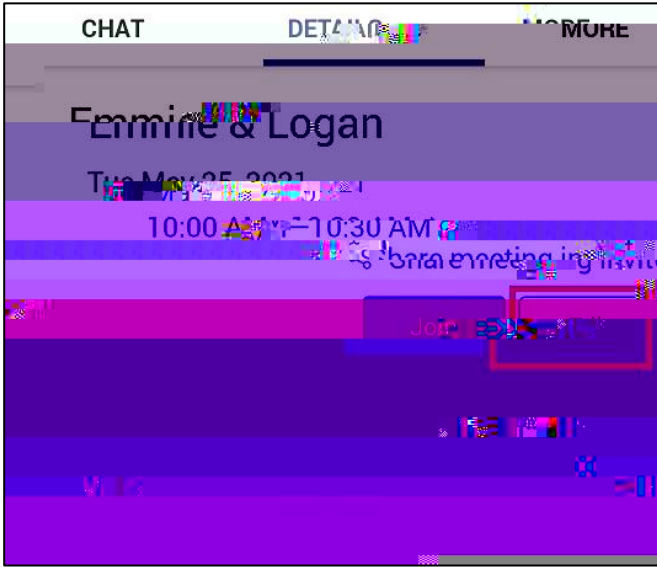
To get a link to the meeting, go to your Teams calendar.

1. Find the scheduled re-occurring meeting.



2. Click on the meeting.





3. Change the [redacted] that need to be changed and select the [redacted] in the top right corner to save.