



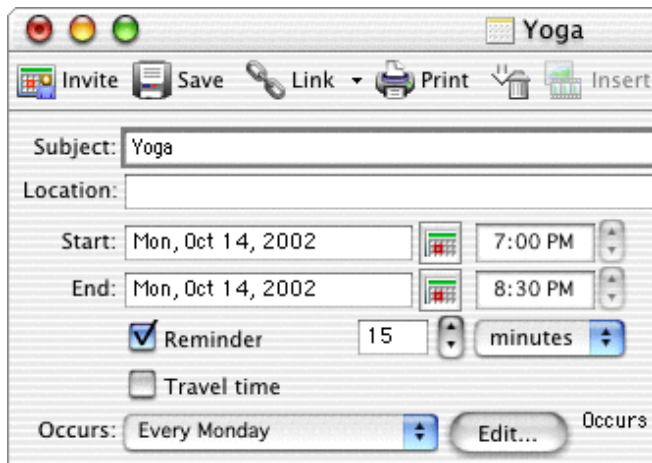
# mactopia

## Add a recurring event to the Calendar

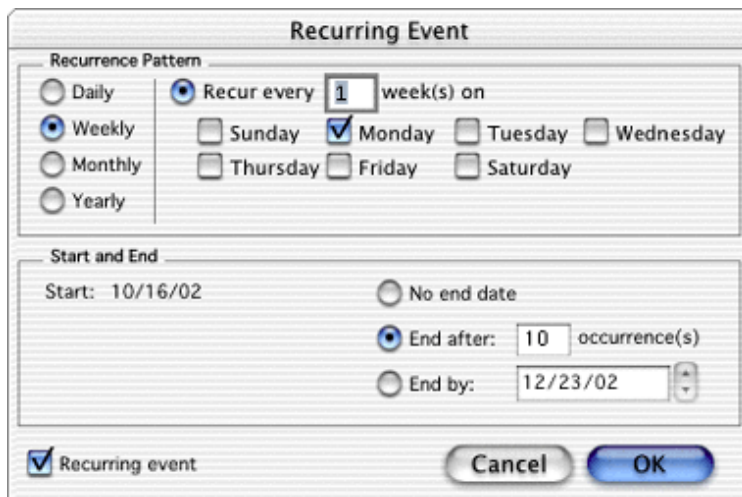
You can schedule events in the Calendar just as you would with a wall calendar. When you enroll in a class or schedule another regularly recurring event, you can have it appear in the Calendar at the intervals you specified. Using a yoga class as an example, this scenario covers how to create a recurring event.


### Create a recurring event

1. Click **Calendar** .
2. Click **New** .
3. In the **Subject** box, type the name of the event — **Yoga**, for example.
4. In the **Start** and **End** boxes, enter the date and time that the first class begins and ends.



5. On the **Occurs** pop-up menu, click how often the class meets.
6. To specify an end date, click **Edit**, and then do one of the following:
  - To create an event that recurs a specific number of times, click **End after**, and then type the number of times the class meets.
  - To create an event that recurs until a specific date, click **End by**, and then enter the date of the last class meeting.



7. Click **OK**.
8. Click **Save** .