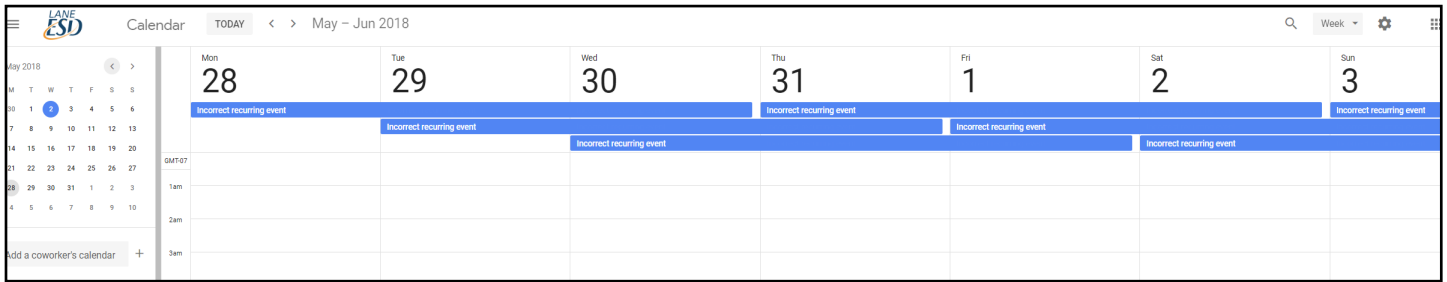
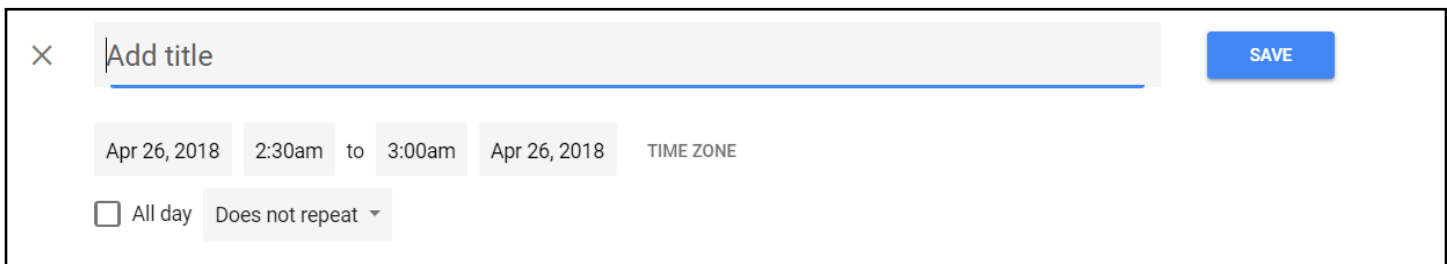


GOOGLE CALENDAR RECURRING EVENTS

It has come to our attention that the upgrade to Google's new calendar version has caused confusion with some users over the creating of recurring events. The functionality to create these events is slightly different than what people were used to, and it isn't easily apparent. Using the process the same as the former calendar version has some users creating a series of nested events in the banner area, as shown in this image:



To correctly create a recurring event in the updated Google calendar, add a new event and use the date and time under the title (see image below) **for the first day only**.



Second, use the pull-down arrow in the box "does not repeat" to then select the "custom" recurring setting. You will then get a pop-up window allowing you to enter the settings at which the event should occur, including the end date if needed (see image below).

Notice that entering the end date in this box does not alter the end date under the title; **this is correct**. You can now save your event and it should display correctly.

Note: PLEASE DO NOT use the banner or the "all day" setting to book meetings that you are inviting participants, rooms, cars, or other resources to. Google's definition of "all day" is 3:00AM to 3:00AM, and this has caused incompatibilities with other user's calendars.

