

Microsoft Calendar Suggestions

- 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, it is best to cancel the single meeting and create a new meeting.
- Avoid changing recurring meetings often as it can get lost or duplicated if they are modified too many times. If you have a series that requires many changes, like multiple location changes, cancel the series for everyone and create individual meetings instead.
- Microsoft Outlook, Outlook Web App and the Outlook mobile app are the supported clients for utilizing the calendar.
- If you must use a mobile device to manage your calendar, use the Outlook app to accept/decline meeting requests. It is recommended that mobile devices only be used for viewing your calendar. Mobile devices using the native calendar app protocol cause an issue with events not syncing or missing.
- For better performance in Outlook, we recommend deleting older calendar entries.