

Create a recurring appointment

Repeat an appointment every day, week, month or year, choose when it ends and check the dates before saving it.

6 min · Available within the monthly appointment allowance · 2026-09-25

Before you begin

- ✓ Sign in to the dashboard with access that allows you to manage calendar appointments.
- ✓ Have the first meeting's date and time ready, with the frequency and, if there is one, the end date.

1

STEP 1 OF 5 · 1 MIN

Open the new appointment

In **Calendar**, select **New event**. Fill in the title, **Date**, **Start time** and, if needed, **End time**: the chosen date is the first occurrence of the series.

Below the times you find **Recurrence** with five choices: **Never** (a one-off appointment, the initial choice), **Daily**, **Weekly**, **Monthly** and **Custom**.

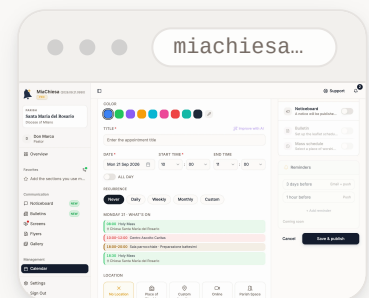


Fig. 1 The Recurrence section is below the date and times; Never is selected at first.

2

STEP 2 OF 5 · 1 MIN

Choose a simple recurrence

Daily, **Weekly** and **Monthly** repeat the appointment every day, every week on the same day or every month on the same day of the month. A summary sentence appears below the choices.

In **Recurrence end**, leave **No expiration** for an open-ended series, or open the field and pick the last day. The end date cannot be before the start date.

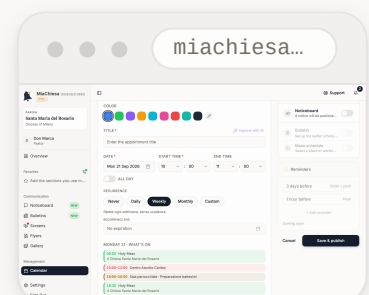


Fig. 2 With Weekly, the summary and the Recurrence end field appear; the appointment is not saved yet.

3

STEP 3 OF 5 · 2 MIN

Set up a custom recurrence

Choose **Custom** when you need a different interval, several weekdays, a yearly repeat, a number of times or dates to skip.

The summary and the proposed dates use the appointment's start date: set it before configuring the recurrence.

1

Repeat every

Use **–** and **+** to choose how many periods between repeats, then the unit: **days**, **weeks**, **months** or **years**. For example 2 and **weeks** means every other week; 1 and **years** once a year.

2

On days

Only with **weeks**: select one or more days. The toggles show the initials M T W T F S S, from Monday to Sunday.

3

Ends

Choose **Never** for an open-ended series, **After** with the number of **occurrences**, or **On date** and then the date in **Select date**. If you leave **On date** without picking a date, the series stays open-ended.

4

Excluded dates

Use **Add date** to skip a single occurrence, for example during holidays. Each excluded date appears as a tag; the **×** removes it.

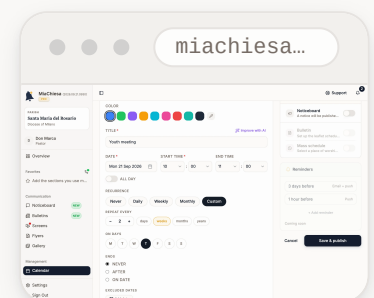


Fig. 3 Youth meeting every 2 weeks on Thursday, no end: the recurrence is set up but not saved yet.

4

STEP 4 OF 5 · 1 MIN

Check the summary and upcoming dates

In the **Summary** box, read the sentence, for example “Repeats every 2 weeks on Thursday, no end date.”, with the first and last occurrence. In **Upcoming occurrences**, check the series' first dates.

If a date is not the one you expect, correct the start date, the days or the end before saving.

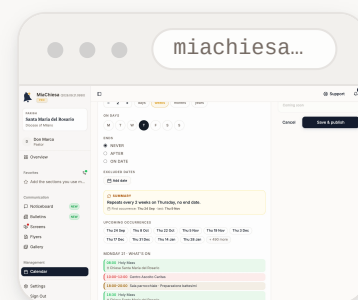


Fig. 4 Summary and Upcoming occurrences show the dates the series will generate.

5

STEP 5 OF 5 · 1 MIN

Save and check

Complete the place and visibility, then select **Save & publish**. Open the calendar on one of the following weeks and check that the appointment appears on the expected days.

An **After N occurrences** series is saved with the last occurrence's date as its end. Calendar subscription links send the series with its full rule, in Italian time.

How it counts toward the monthly allowance

A series with an end takes 1 place in every month it spans. An open-ended series takes 1 place only in the months where it has an occurrence: every month if it is daily or weekly, only in its own month if it is yearly. If a month is full, saving opens the limit window.

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What you have achieved

- ✓ The series appears in the calendar on the expected days, starting from the start date.
- ✓ You checked the summary, end and excluded dates before saving.

Troubleshooting

I want to repeat an appointment on the first Sunday of the month

The editor does not offer this choice: Monthly repeats on the same day of the month. Series of this kind imported from Google Calendar keep their rule.

Saving opens the limit window

A month covered by the series has no places left. Choose a closer end date, free places by deleting unnecessary future appointments or change plan.

An every-other-week event from Google shows as weekly

In MiaChiesa "every two weeks" is a weekly recurrence with interval 2. Open it: in Custom you will see 2 and weeks.