Outlook 2010 – Duplicates of Re-Occurring Calendar Entries

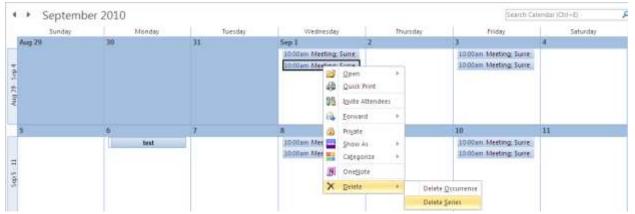
During the migration from Lotus Notes to Outlook, some users will notice that any re-occurring or series based entries that they had in Lotus Notes will duplicate itself multiple times in their Outlook calendar.

This can be solved by a simple deleting process.

1. This calendar has duplicate entries of a meeting that is supposed to occur every week on Wednesday and Friday

 Septemb 	er 2010				Search Ca	ilervder (Ctri=E)	
Sunday	Monday	Turiday	Wednesday	Thursday	Friday	Saturday	
Aug 29	30	11	Sep 1	2	1	4	
			1000an Meeting Surre 1000an Meeting Surre		10:00am Meeting Surre 20:00am Meeting Surre		
5	6	1	8	9	10	-11	
	test		1000an Meeting Sure 1000an Meeting Sure		10.00am Meeting Sume 10.00am Meeting Sume		

2. Right click on an entry that can be identified as a duplicate, select **Delete**, then select **Delete** Series



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ug 29	30	31	Sep 1	2	3	4
			Lit Diam Meeting Sume		10.05am Meeting Sume	
	6	7	8	0	10	11
	test		10.00am Meeting Surre:		10,00am Meeting, Surre:	
				Child bit addressent		

3. The duplicate "Meeting" has now been removed.