Outlook 2010 – Duplicates of Re-Occurring Calendar Entries
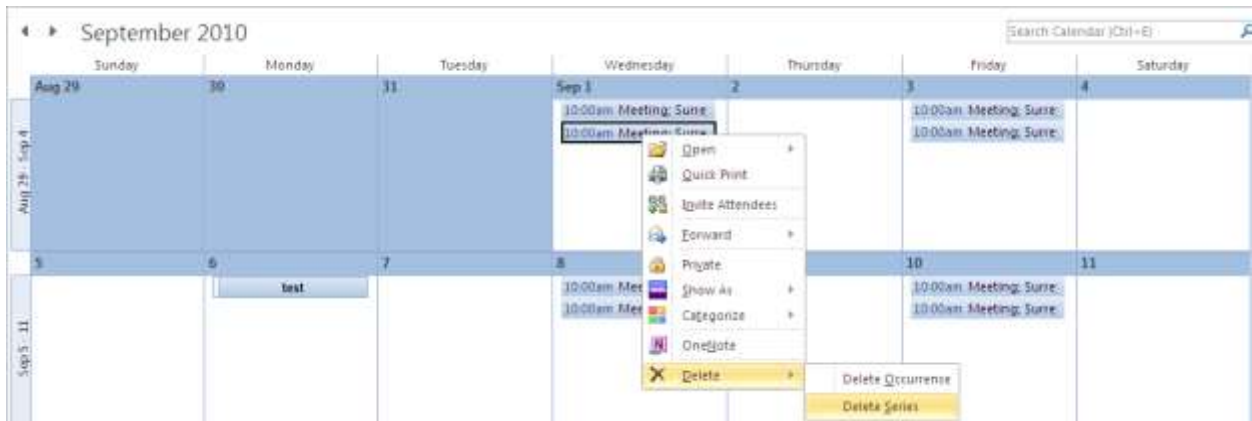
During the migration from Lotus Notes to Outlook, some users will notice that any re-occurring or series based entries that they had in Lotus Notes will duplicate itself multiple times in their Outlook calendar.

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

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

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