












Outlook Icons	
Symbol	Meaning
	Recurring item This symbol represents an appointment or meeting that recurs on a specified schedule. To create recurring meetings, see Make an appointment or meeting recurring .
	Exception to recurring item This symbol represents an item, such as an appointment or meeting, that recurs on a specified schedule; however, this one instance is different — or an exception — from the usual pattern of the recurrence. To change recurrences, see Change an appointment, event, or meeting .
	Data conflict A conflict exists between the data on your local computer and the Microsoft Exchange Server. To resolve the conflict, open the item and follow the instructions shown on your screen.
	Start time of an appointment or meeting Most commonly seen with multi-day items in the Week or Month views where a specific start and end time have been set. The time shown in the symbol matches the start time of the item. You can also change numeric times to a clock symbol in the Week and Month views.
	End time of an appointment or meeting Most commonly seen with multi-day items in the Week or Month views where a specific start and end time have been set. The time shown in the symbol matches the end time of the item. You can also change numeric times to a clock symbol in the Week and Month views.
	Scheduled meeting A meeting with one or more people is scheduled.
	Private item If you share your calendar information with other people using Microsoft Exchange or are publishing calendar items to a Web site, marking items private prevents details such as subjects, notes, or location from appearing. For more information, see Make an appointment or meeting private .
	A reminder is associated with this item Reminders can be added to appointments or meetings to give you advance notice of a pending event. For more information, see Set or remove a reminder .
	A Meeting Workspace is associated with this item For more information, see About Meeting Workspaces .
	A file attachment is associated with this item For more information, see Open an attachment .
	More items There are more items than can be shown in the current view.