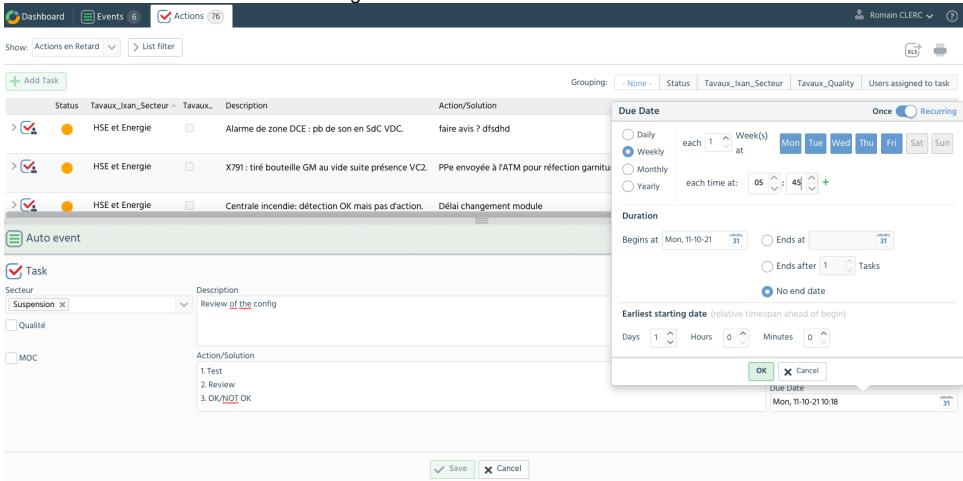


Create a recurring task

- Create a new task and select "Recurring" in "Due Date"



- Use the "Earliest starting date" feature to set how long it will be visible as an active task before the task is due