

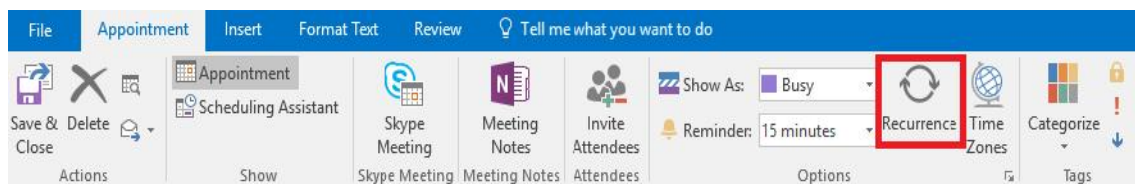
## DO YOU KNOW

# How to Change the date of a recurring appointment?

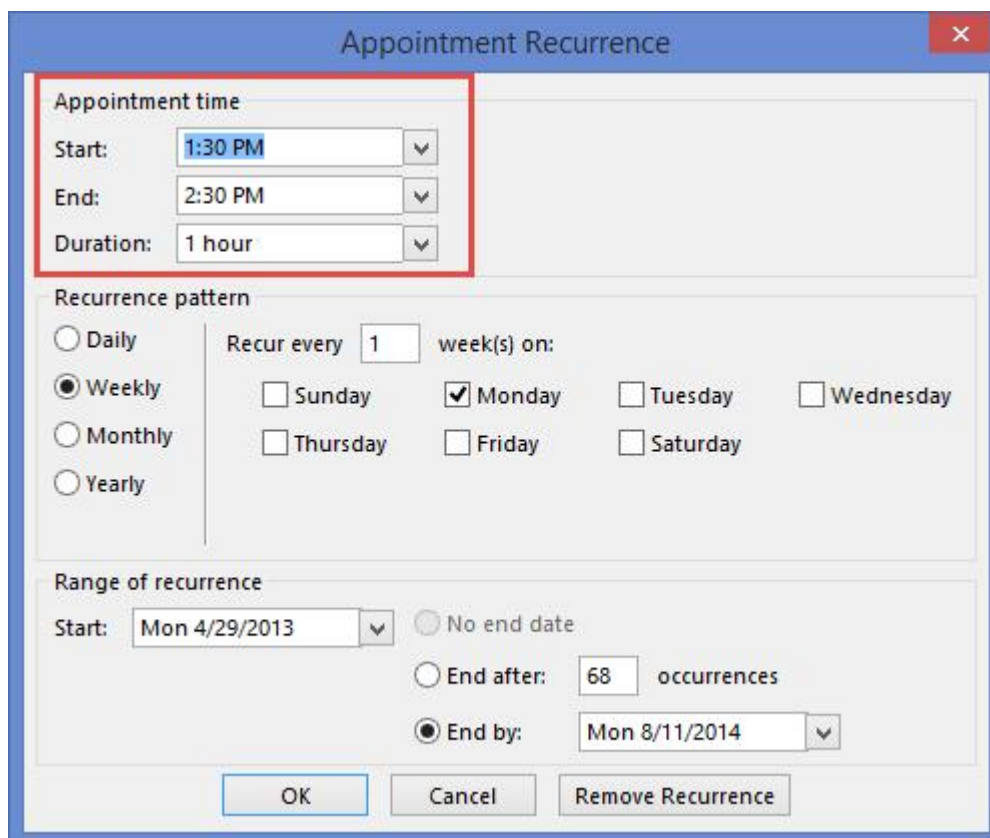
### Description:

A problem arises when I attempt to change the date of a recurring appointment from, say 25th to 26th of each month. I'm unable to find a place where I can edit the actual 'date or time' of the appointment.

1. If you are changing just one occurrence, use a day or week view and drag the occurrence to a new time or date and time. A warning message will come up, telling you the date of the occurrence will be changed. When you do this, an exception to the recurring pattern is created.
2. If you want to change the date or time of all occurrences of the appointment, you need to edit the recurrence pattern.
3. To move a recurring appointment or event to a new date or time.
  - a) Open the series
  - b) Click the Recurrence button.



- c) Change the Start and End times and verify the duration is correct.
  - d) Change the pattern, if needed.



The image shows a software dialog box titled "Appointment Recurrence". It is divided into three main sections. The first section, "Appointment time", is highlighted with a red border and contains three fields: "Start:" with a value of "1:30 PM", "End:" with a value of "2:30 PM", and "Duration:" with a value of "1 hour". The second section, "Recurrence pattern", contains radio buttons for "Daily", "Weekly" (which is selected), "Monthly", and "Yearly". To the right of these are options to "Recur every 1 week(s) on:" followed by checkboxes for "Sunday", "Monday" (which is checked), "Tuesday", "Wednesday", "Thursday", "Friday", and "Saturday". The third section, "Range of recurrence", contains a "Start:" field with the value "Mon 4/29/2013" and three radio button options: "No end date", "End after: 68 occurrences", and "End by: Mon 8/11/2014" (which is selected). At the bottom of the dialog are three buttons: "OK", "Cancel", and "Remove Recurrence".

4. Click on OK.

**THANK YOU**

