DO YOU KNOW
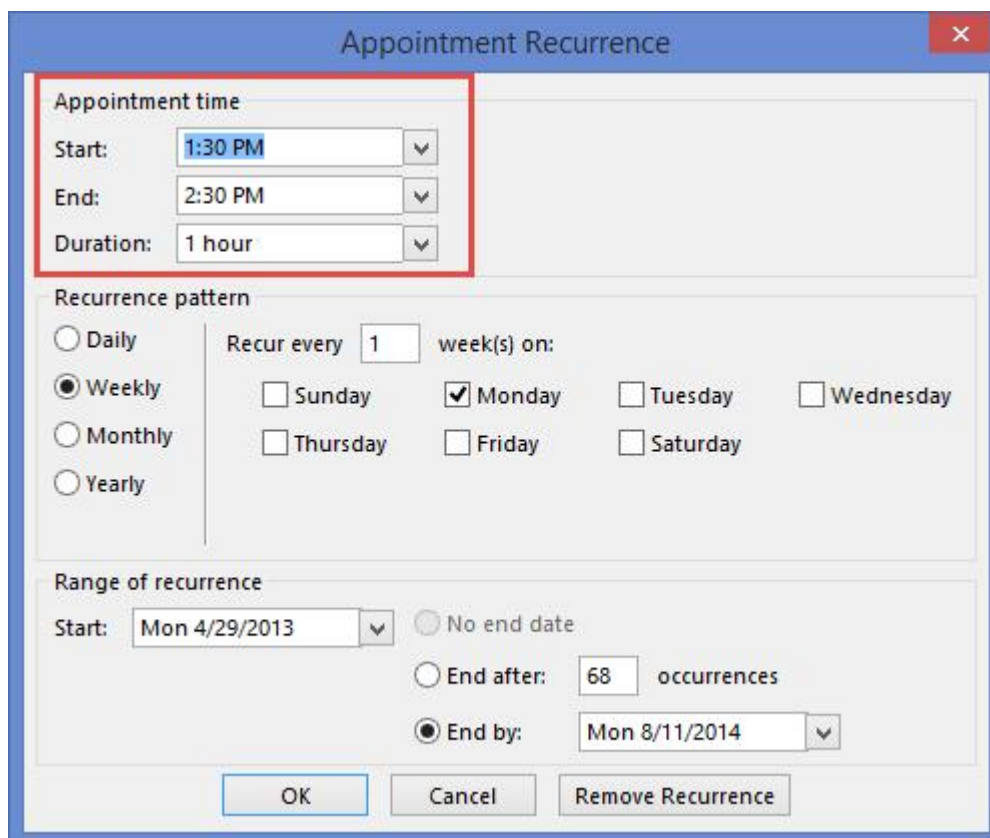
How to Change the date of a recurring appointment?

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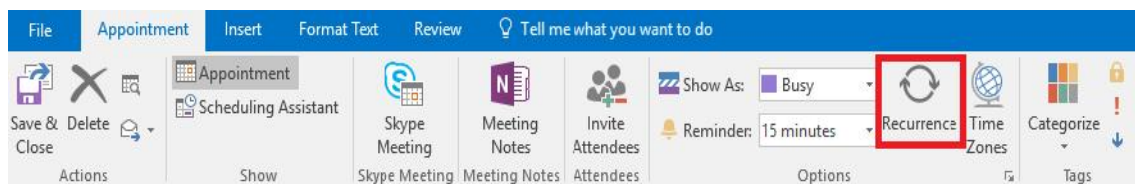
      c) Change the Start and End times and verify the duration is correct.
      d) Change the pattern, if needed.

4. Click on OK.

THANK YOU