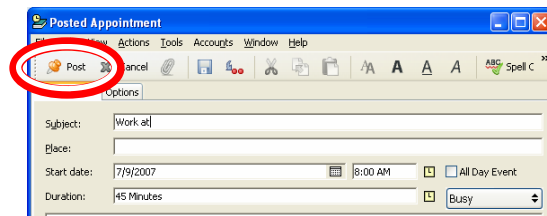
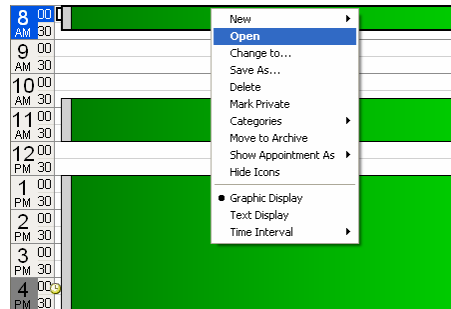


Change a Posted Item

To edit a posted item in your calendar:

- Right click on the item.
- In the menu that appears click on **Open**.
- Make the desired changes
- Click on **Post** to save your changes and close the window.



Change an Item Type

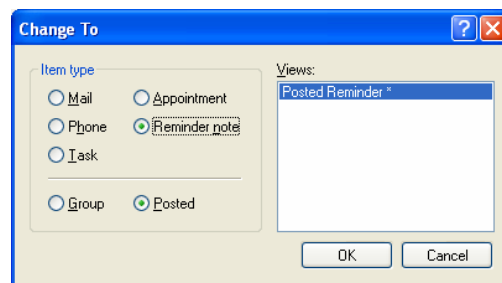
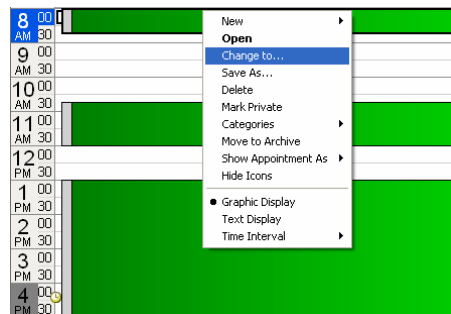
To change an item type:

- Right click on the item.
- In the menu that appears click on **Change to . . .**

The **Change To** window will appear.

- Under *Item Type* click on the radio button next to the desired item type.
- If you wish to change the item from *Posted to Group* click on the radio button next to *Group*.

A window will appear in which to delegate recipients of the item.

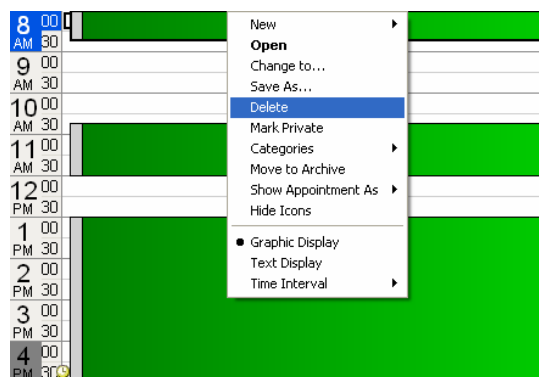


Delete a Posted Appointment

To delete a posted appointment:

- Right click on the appointment.
- In the menu that appears click on **Delete**.

Note: The appointment will immediately disappear from your calendar, no warning window will appear.



Making Changes to Repetitive Items

To make a change to a repetitive item:

- Open the item and make desired changes.
- Click on **Post** to save your changes.

A **Posted Auto-Date** window will appear.

- The Posted Auto-Date window will have three options:

This Instance will apply the changes only to the current instance of the item but not the others.

All Instances will apply the changes to every instance of the repetitive item.

Cancel closes the window.

