

HOW TO: Change an Appointment, Meeting, or Event in Office 365

353 Faye Buckley August 7, 2018 [Calendar](#)

Change an appointment, meeting, or event

You can change an appointment, meeting, or event to update your Outlook calendar and to let other people know about schedule changes.

Click > [Instructions](#).

Note: If there are any issues, Please request support by emailing at ITHelp@clermson.edu or

Contact the help desk at 864-656-3494 and someone will assist you.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=353>