Correcting Calendar Events in Entourage

After the you have applied the 2007 Daylight Saving Time updates for Mac OS X, events that fall between March 11\textsuperscript{th}-April 1\textsuperscript{st} and October 28\textsuperscript{th}-November 4\textsuperscript{th} will be incorrect by one hour.

The Microsoft Entourage 11.3.3 patch will attempt to correct for this discrepancy by offsetting events by one hour. This may cause you to believe that your calendar is correct, when in fact it is not.

In order to correct this issue, meeting organizers will need to manually correct all meetings that fall in the aforementioned date ranges.

Please note that events involving only you and no other participants do not need to be updated.

**The procedure for correcting events is as follows:**

1) Start by double-clicking on the event to open it.

2) If it is a recurring event, you will be asked whether you wish to open the single event or the entire series. Click the radio button beside “Open the series” and then click “OK”.

![This is a recurring event. Do you want to open all occurrences of this event or just this occurrence?](image)
3) The event will open in a new window.

4) Click on the time field (A) to select it. Next, click the up or down arrow (B) to change the meeting time. Then, change the event back to its original time.

5) Click on the “Send Update” button to save changes and notify the other meeting participants.