How to Correct Recurring Items in Outlook

1. Open Outlook.

2. Click on the Calendar button in the Outlook Shortcuts bar on the left side of the screen (circled in red in the screenshot).

3. Select from your calendar a recurring appointment that you created or organized by double clicking on it.

4. If it is a recurring appointment, it will ask you if you want to open the occurrence or the series - open the series.

5. Click on the “Recurrence” button.

6. Do NOT change the time. Just click OK. The system will then adjust the meeting time to reflect the new time zone dates.
7. Click on the Save and Close button.

8. Repeat steps 3 - 7 for each appointment that you scheduled between March 11th and April 1st and between October 28th and November 4th.