# Dragging and Dropping an Appointment

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# Overview

How to drag and drop an appointment

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# Detailed Instructions

1. Select the appointment by clicking on it once.
2. Place your mouse over the top bar to see a double arrow.
3. Click, hold, and drag the appointment to a different location on the same calendar view OR to change only the end time
4. Select the appointment by clicking on it once.
5. Place your mouse on the bottom bar to see the double arrow.
6. Drag and drop it to the new end time

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