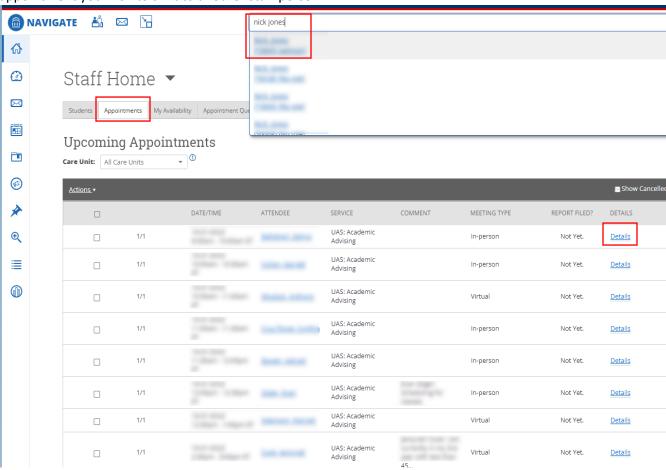


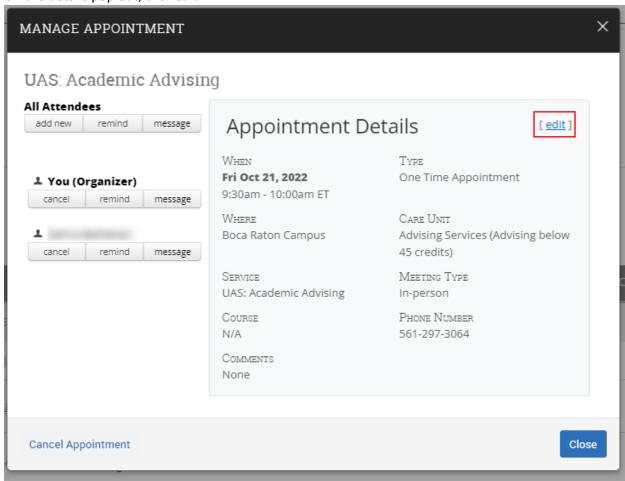
## EAB Navigate: Reassigning a Scheduled Appointment to Another Advisor

1. Use quick search to search for the advisor who the appointment is currently assigned to. When selecting the staff, make sure the profile says advisor. Some staff may also have student profiles or other roles that may show. Click on the Appointments tab. Click on details next to the appointment you wish to shift to another staff person.



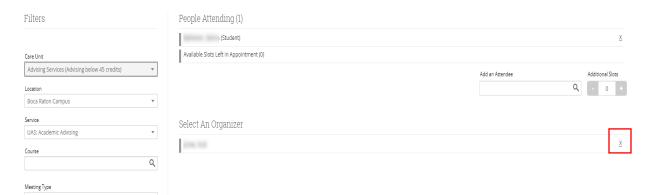


2. On the details pop out, click edit.



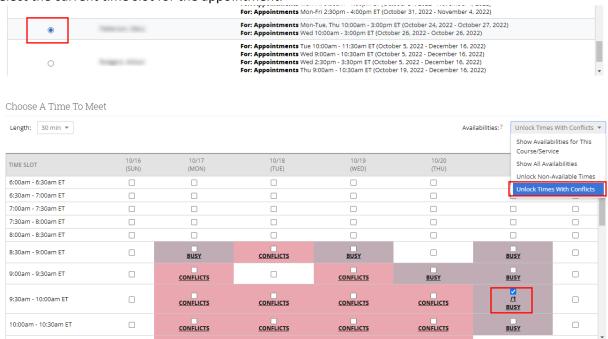
3. On the appointment schedule page, click on the X to clear the current advisor from the Select An Organizer box.

## Edit an Event





4. Select the new advisor for the meeting. You may need to use the Unlock Times With Conflicts in the Availabilities? Drop down box if the new advisor has conflicts during the assigned time. Select the current time slot for the appointment.



5. Click Save Appointment to finalize reassigning the appointment.

