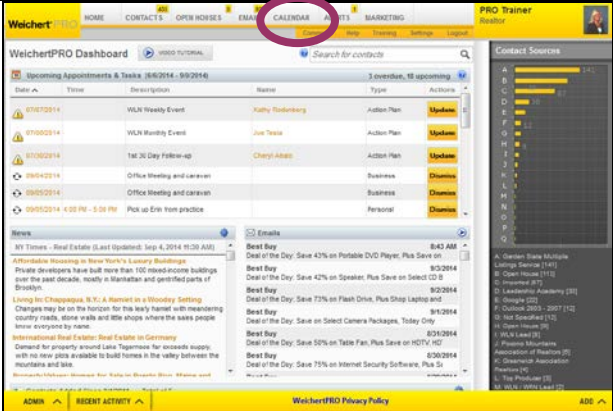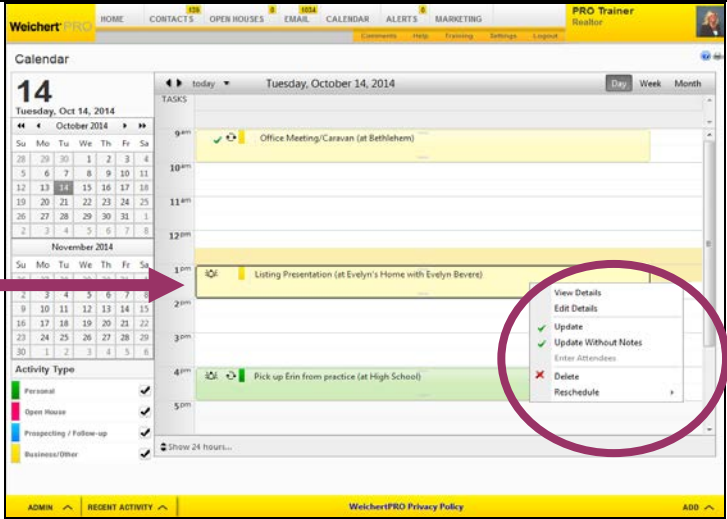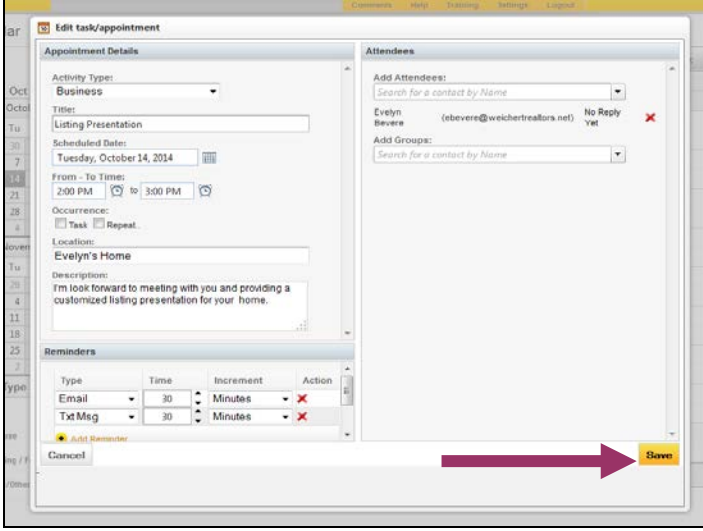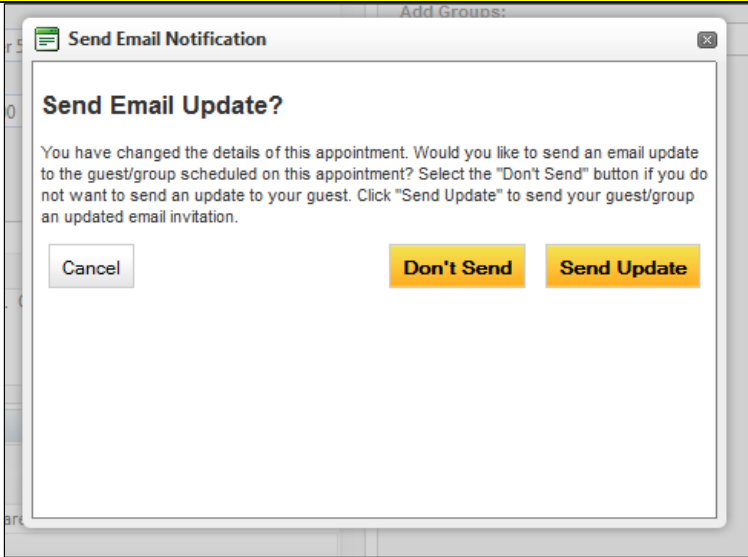# WeichertPRO Job Aid – Edit appointment and re-send an email invitation

If the details of your appointment have changed, you can easily update the appointment and quickly send an updated email invitation to your attendee(s).

Edit an appointment and re-send an updated email invite

STEP	SCREEN
1. Go to: www.weichertpro.com and log in 2. From the top toolbar menu click "Calendar".	
Locate the appointment 3. Right click your mouse and n task menu opens. 4. Click Edit Details	

WeichertPRO Job Aid – Edit appointment and re-send an email invitation

The "Edit task/appointment" window will open 5. Make your changes and click 'Save'	

STEP	**SCREEN**
You will be prompted to send an updated email invitation to your attendee. 6. Click ' Send Update' if this is information your attendee needs to know, such as change in time or date. OR Click 'Don't Send' if you do not want to send an updated email invitation to your attendee.	

Additional Resources:
- **For Technical Questions: Call the Help Desk at 973 605 1619**
- **Or email at: CRMhelp@weichert.com**
- For additional WeichertPRO training and our a library of video tutorials visit:
  WeichertPRO.com→   Training