

How to Clone an Event

If you are creating an event similar to one that is already created within Salesforce, you can Clone that Event. Cloning will copy all the information entered into a “New” Event. Then you can simply change the relevant information for your Event.

From the Events tab, choose the Event you would like to Clone.

From the specific Salesforce Events page, click the Clone button in the top right corner.

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This will open a new window with all the details from the cloned Event already populated in the fields.

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Simply update the fields you would like to change for your Event and hit **SAVE**.

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