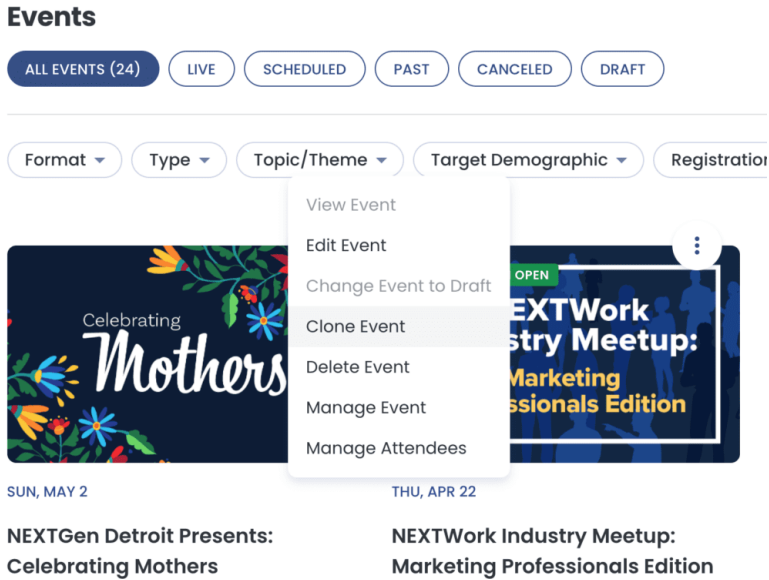


Cloning Events

You can easily make a clone of an event by clicking on the (...) Menu button and then the Clone button.



This can be very useful as a means to jump-start the creation of slightly different events.

Please note then when you clone an event, the date / time is not carried over to the copied event, so you must set a new date / time.

Also the cloned event will not maintain its connection to a [Zoom Meeting](#) or [Webinar](#).