![Muhlenberg College Office of Information Technology | Duplicating Events in Google Calendar]

Edit an existing event by clicking on the event in your calendar, then on **Edit event**
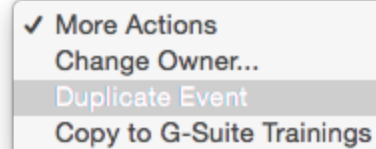
Click on the **More Actions** dropdown at the top of the event editor.

In the dropdown, select **Duplicate Event**.

Any information in the original will be duplicated over to the new item.

Change your dates and times, as well as any other information as needed.

Remember to click **SAVE** when finished.