



Multiple Contacts to Events (meetings)

1. In admin's account switch to Salesforce Classic

3. Click 'Customise'

Home Chatter Accounts	Contacts Reports Dashboards +	
Quick Find / Search Ø Q Expand All Collapse All	Administer Developer Edition	
Administer	Manage Users	
Manage Users Manage Apps Manage Territories Company Profile Security Controls Domain Management Translation Workbench Data Management Mobile Administration Desktop Administration Email Administration Google Apps Data.com Administration	Add or edit users and set user quotas Reset users' passwords Create a new role, assign someone to a role, or define your role hierarchy	Create or edit a personal group Create and assign users to a queue View users' login history
	Manage Apps • App Menu	
	Manage Territories • Control territory settings	
	Company Profile Update your company information Chance your company's default language	Define business hours for your customer support team Create or update holidavs during which business hours do
Build Customize Control Build Develop Lightning App Builder Installed Packages AppExchange Marketplace Critical Updates	Change your company's default time zone Edit Fiscal Year settings for your company	Change the languages that are available for your users
	Security Controls	
	Manage your named credentials Define the default sharing model for your company View users' access to fields Configure single-sign on for your organization Configure your Identity Provider	Delegate administration of users and custom objects Administer Remote Proxies Administer CSP Trusted Sites Activated IP Address And Client Browsers Manage Sessions
Monitor	view audit trait or changes to your setup	Mattorm Encryption
Outbound Messages	Domain Management	
▶ Jobs	Manage the domains in your company Link sites and communities to your domains	Choose your company's domain name

4. Click 'Activities'



Build	d
C Ci	istomize
Þ	Tab Names and Labels
Þ	Home
	Activities
Þ	Campaigns
Þ	Leads
Þ	Accounts
Þ	D&B Companies
Þ	Contacts
Þ	Notes
Þ	Opportunities
	Path

5. Click 'Activity Settings'

Activities

Task Fields Task Validation Rules Task Triggers Task Buttons, Links, and Actions Task Page Layouts Task Field Sets Task Compact Layouts Task Record Types Task Limits Event Fields Event Validation Rules Event Triggers Event Buttons and Links Event Page Layouts Event Field Sets Event Compact Layouts Event Record Types **Event Limits** Activity Custom Fields Activity Search Layouts Activity Buttons Activity Limits Public Calendars and Resources Activity Settings

Campaigns



6. Check mark in checkbox 'Allow Users to Relate Multiple Contacts to Tasks and Events'

Home Chatter Accounts	Contacts Reports Dashboards +
Quick Find / Search	Activity Settings
Expand All Collapse All	Modify your activity settings here
Administer	
Manage Users	Activity Settings
Manage Apps	
Manage Territories	Enable Group Tasks
E Company Profile	Roll up activities to a contact's primary account i
Security Controls	Enable Sidebar Calendar Shortcut
Domain Management	Enable Creation of Recurring Events in Salesforce Classic
Translation Workbench	Enable Creation of Recurring Tasks
Data Management	Enable Activity Reminders
Mobile Administration	
Desktop Administration	Enable User Control over Task Assignment Notifications
Email Administration	
Google Apps	Show simpler New Task form on mobile
Data.com Administration	Show Event Details on Multi-User Calendar View
	Enable Multiday Events
Build	Allow Users to Relate Multiple Contacts to Tasks and Events 🗉
Customize	