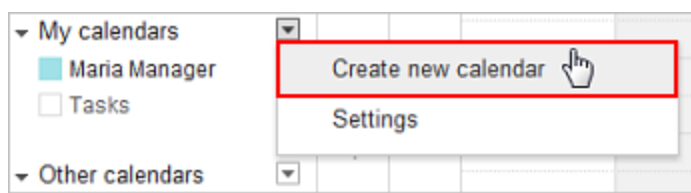




Calendar: Create Another Calendar

You can create any number of secondary calendars. For example, you can set up a calendar for your work group or team to share. Each calendar you create appears in your list under **My Calendars**.

1. Open Google Calendar.
2. Click the down arrow next to **My calendars**, and select **Create new calendar** from the drop-down.



1. In the **Create New Calendar** window, enter a name for the calendar. You can also enter a description and location, select a time zone and sharing options for the calendar.
2. When you're finished setting up the calendar, click **Create Calendar**.