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.