How do I create a new calendar in Google Calendar?

Tell Me

1. Click the small down arrow next to My calendars and select Create new calendar.
2. Enter a name for your calendar in the Calendar Name field.
3. If desired, enter the description, location, and time zone in the appropriate fields.
4. If you want to share your new calendar with the public or with everyone within your organization, click the Share this calendar with others box, and then click either the public or organization box.
5. If you want to share the calendar with a specific person, enter his or her email address in the Person field and select the appropriate permission from the Permission Settings drop-down.
6. Repeat for each additional person you want to add.
7. Click Create Calendar.

Related FAQs

- How do I request a new room resource for Google Calendar?
- Where will my manager's calendar show up if I have delegated access in Google Calendar?
- What is the difference between a Google Calendar global notification and an event notification?
- If I create a special meeting notification, will guests have the same notification in Google Calendar?
- What do the Google Calendar sharing permissions let people see?