How do I create a new calendar in Google Calendar?

Tell Me

1. Click the the small + next to **Add a coworker’s calendar** and select **New calendar**.

2. Enter a name for your calendar in the **Name** field.

   a. If desired, enter the description, location, and time zone in the appropriate fields.

3. Click **Create Calendar**.

Related FAQs

- How do I view multiple Google Calendar accounts?
- How do I share my Google Calendar to grant an individual access?
- How do I schedule events on my manager’s Google Calendar?
- How do I receive notifications for my manager’s calendar in Google Calendar?
- How do I know if a calendar invitation is for me or my delegated account in Google Calendar?