

Google Calendar - Create a New Calendar



You can create as many custom calendars as you want in Google Calendar, and you can set the level of sharing that you want for each calendar individually.

Getting Started

MON TUE WED THU FRI SAT SUN
4 5 6 7 8 9 10

My calendars

- Garrett Ryan**
- My Stuff
- Tasks

[Add](#) [Settings](#)

Other calendars

Sign in to your Google Apps Email account. In the top left corner above the logo is the word **Calendar**. Click on that to open to open Google Calendar. Your mail will still be open in a different window.

On the left side of the page, you'll see a section with the heading **My calendars**. To begin, you will have only one default calendar, which has your name on it.

Click on the link for **Add** in the lower left of that section.

A new window will open up, titled **Create New Calendar**, as shown on the next page.