How to Create a New Google Calendar

OP97 – Google

1. In Google Calendar, under the "My calendars" box, click "Add."

2. Enter any descriptive information for the calendar as prompted in the next screen, including Calendar Name, Description, and Time Zone.
3. When you are done, click "Create Calendar" at the bottom of the screen.

4. Once you've created the calendar, you will see the new calendar in the list of "My Calendars" on the main screen.