How do I create a new calendar in Google Calendar?

Tell Me

1. Click 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

- What are nudges in Gmail and how do I turn them on/off?
- How do I make sure invitations emailed to me show on my Google calendar?
- 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?