Create and share a new calendar

Set up a new calendar

1. On your computer, open Google Calendar.
2. On the left side of the page, click My calendars.
3. To the right of "My calendars," click the drop-down menu > Create new calendar.

4. Add a name for your calendar.
5. If you want to share your calendar, check the box next to Share your calendar with others.
6. At the bottom of the page, click Create Calendar.