

Create Additional Calendars

In Outlook, it is possible to create and open more than one Calendar at a time. The default Calendar is called Calendar. However, Calendars can be created using a name specified by the user. This lesson is going to explain how to create a new calendar and display it at the same time as the default Calendar.

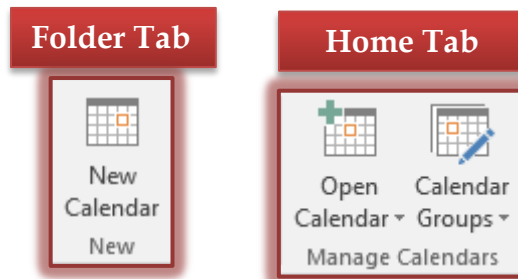
CREATE THE CALENDAR

✚ Click the **Calendar** link in the **Folder Pane**.

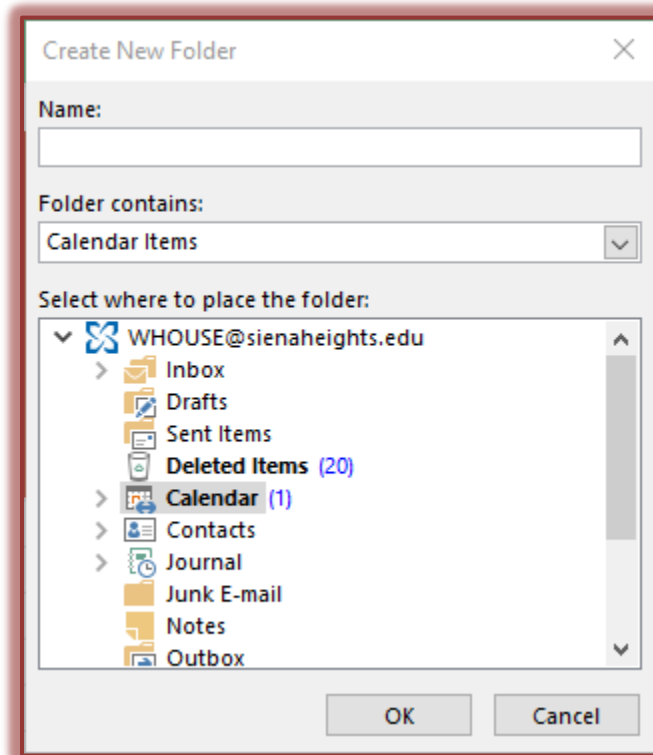


✚ Do one of the following:

- ★ On the **Folder Tab** and in the **New Group**, click the **New Calendar** button.
- ★ On the **Home Tab** in the **Manage Calendar Group**, click the **Open Calendar** button and select **Create New Blank Calendar**.



✚ The **Create New Folder** dialog box will appear.



✚ In the **Name** box, input the name for the new **Calendar**.

✚ In the **Folder Contains** box, leave the option for **Calendar Items**.

- ✦ Click the **Calendar** link under **Select where to place the folder**.
- ✦ Click **OK** to create the new **Calendar**.

VIEWING THE CALENDAR

- ✦ The new **Calendar** should appear under **My Calendars** in the **Folder Pane**.
- ✦ Click the check box next to the new **Calendar** to display it in the **Calendar Window**.
- ✦ A tab will appear at the top of each **Calendar** with the **Calendar** name displayed.



- ✦ Each **Calendar** will display with a different color tab.

CHANGING VIEW OPTIONS

When working with two or more Calendars, it is possible to display them in Side-by-Side Mode or in Overlay Mode. The default view is Side-by-Side Mode.

- ✦ After opening the Calendars, **right-click** the tab at the top of one of the Calendars.
- ✦ A list of **Calendar** options will display.
- ✦ Click the **Overlay** link.
 - ★ The **Calendars** will display on top of each other.
 - ★ The **Calendars** will look like one Calendar.
- ✦ Right-click the tab again.
- ✦ Click the **Overlay** link again.
 - ★ The Calendars will display beside each other.
 - ★ Each Calendar will appear in a different window.

