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.  

![Calendar View Options](image.png)