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 (see illustration below).
  ✫ On the Home Tab in the Manage Calendar Group, click the Open Calendar button and select Create New Blank Calendar (see illustration below).

✦ The Create New Folder dialog box will appear (see illustration above).
✦ 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 (see illustration at right).
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.