

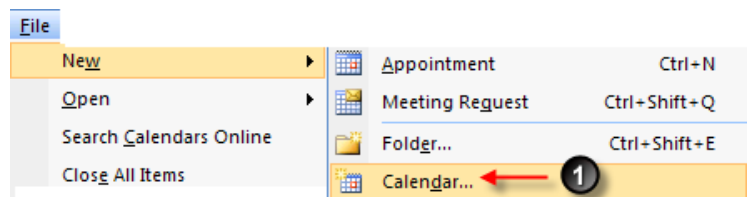
# Microsoft Outlook – Creating Additional Calendars



## Creating Additional Calendars.

It is possible to create additional calendars with Outlook, you may want to keep a separate calendar for personal appointments.

1. From the **File** menu select **New** → **Calendar**



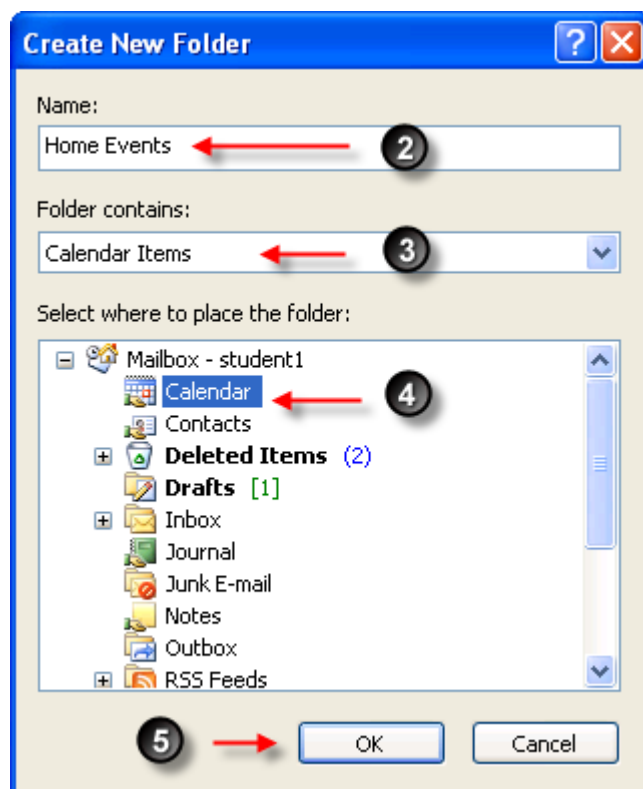
2. Enter a **Name** for the new calendar.

3. From the **Folder Contains**, select Calendar Items.

4. Select the location on the **Folder List** you wish to store the new calendar.

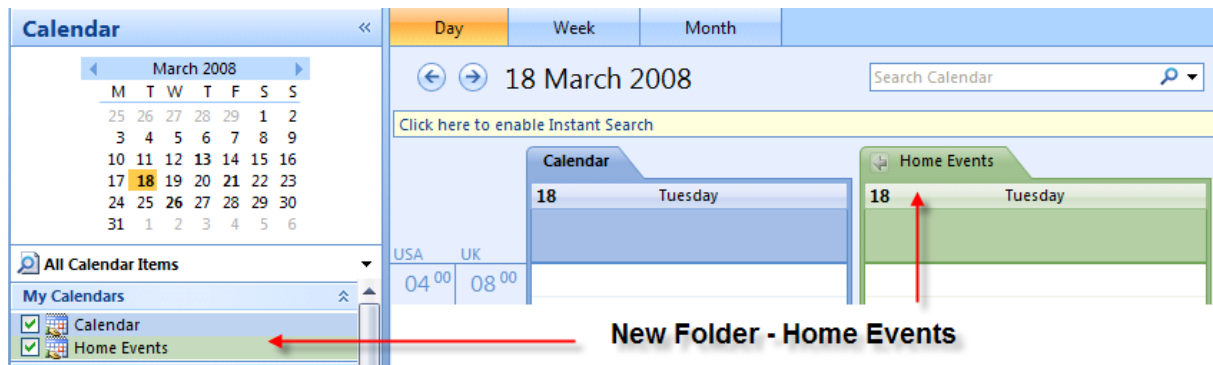
**Tip:** If you wish to create a share calendar, from the Folder List select **Public Folders**.

5. Click **OK** to create the new Calendar.



**Preview:**

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If you wish to delete a calendar, right click and select the **Delete** option.