Create an Additional Calendar in Outlook 2010

In addition to the default Microsoft Office Outlook **Calendar**, you can create other Outlook calendars. For example, you can create a calendar for your departmental activities.

To create an additional calendar

- 1. Click the Calendar navigation button.
- 2. Click the **Folder** tab on the toolbar and select **New Calendar** from the ribbon.
- 3. The Create New Folder dialog box will appear.
- 4. In the Name text box, type the name of your calendar
- 5. Make sure **Calendar Items** appears in the **Folder contains** section.
- 6. In the **Select where to place the folder** list, select **Calendar** and click **OK**.
- 7. The new calendar appears in the Calendar Navigation Pane (The column on the left side of the Outlook window)



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🗾 To view a calendar, select the checkbox for the

calendar name. When multiple check boxes are selected, the calendar appears in side-by-side view.

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To delete a calendar, right-click the calendar in the Navigation Pane then click delete "calendar name" (the selected calendar name will appear in guotes "".

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