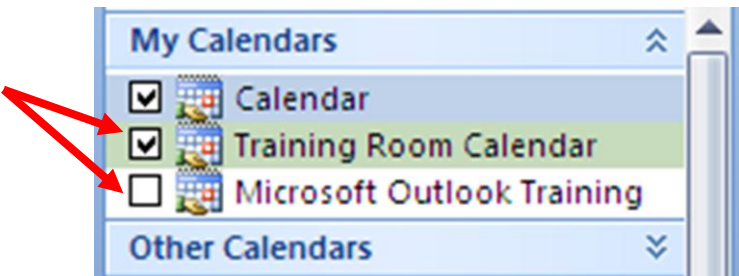
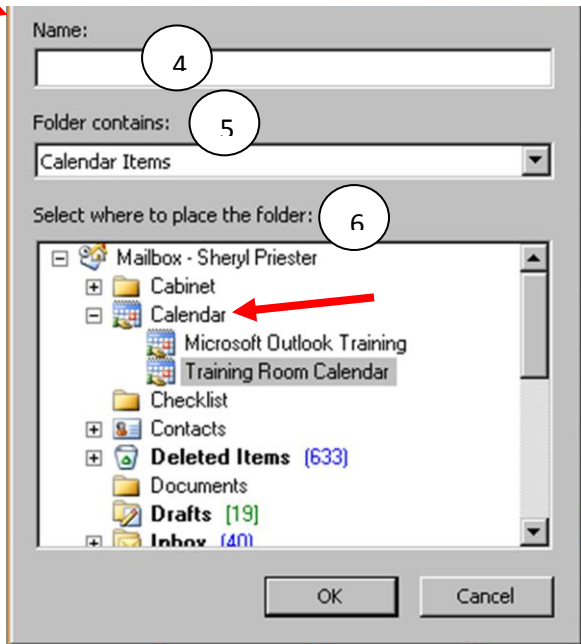
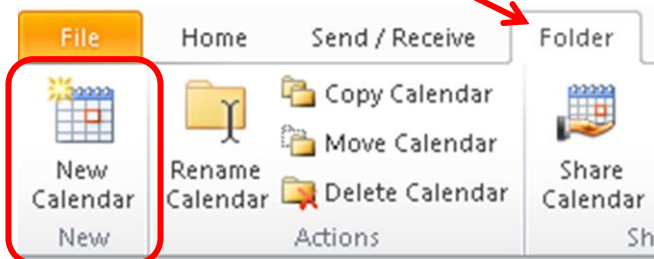


Create an Additional Calendar in Outlook 2010

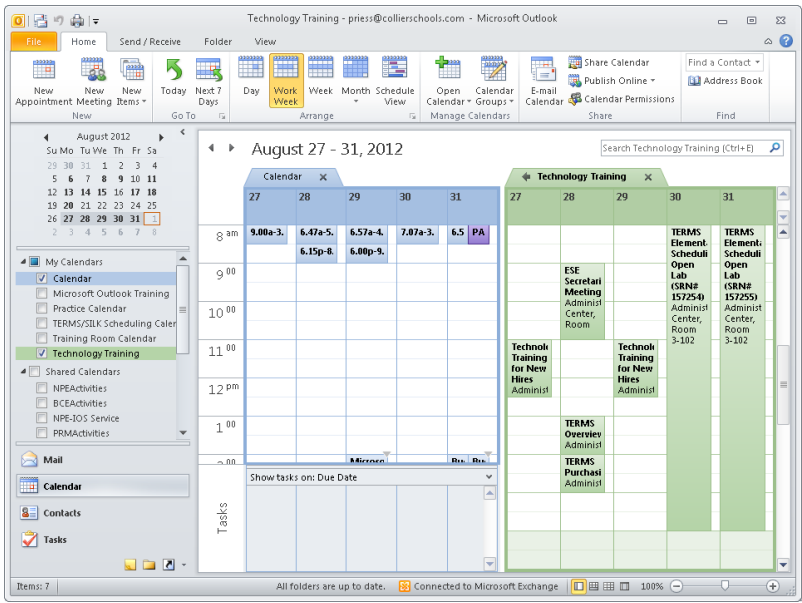
In addition to the default Microsoft Office Outlook **Calendar**, you can create other Outlook calendars. For example, you can create a calendar for your departmental activities.

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)



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.



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

