

# Google Calendar - Create a New Calendar



You can create as many custom calendars as you want in Google Calendar, and you can set the level of sharing that you want for each calendar individually.

## Getting Started



**Sign in** to your Google Apps Email account. In the top left corner above the logo is the word **Calendar**. Click on that to open to open Google Calendar. Your mail will still be open in a different window.

On the left side of the page, you'll see a section with the heading **My calendars**. To begin, you will have only one default calendar, which has your name on it.

Click on the link for **Add** in the lower left of that section.

A new window will open up, titled **Create New Calendar**, as shown on the next page.

## Create New Calendar

### Calendar Details

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Calendar Name:

Organization: Everett Community College

Description:

Location:

e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

### Calendar Time Zone:

Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country:

(choose a different country to see other time zones)

Now select a time zone:   Display all time zones

**Share this calendar with others** [Learn more](#)

Make this calendar public

Share this calendar with everyone in the organization **Everett Community College**

### Share with specific people

Person

Permission Settings

Remove

"dryan@everettcc.edu" <dryan@everettcc.edu>

Make changes AND manage sharing

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In this window, you will enter the information for your new calendar. Most of it is straightforward, like a name and description. Make sure that the time zone is set to Pacific Time.

By default, the new calendar is set to private and the only person it is shared with is the person who is creating it. The two sections at the bottom of the calendar are where you can change the settings to share with more people and control what rights they have to the calendar.

**Share this calendar with others** [Learn more](#)

Make this calendar public See all event details

Share this calendar with everyone in the organization **Everett Community College** See all event details

**See all event details**  
See only free/busy (hide details)

If you select the box to **Share this calendar with others**, this will make the calendar visible to anyone in the world with a Google Apps account. If you also select the box to share with EvCC, as shown above, the calendar is only visible to EvCC employees and students.

By clicking on the box to the right you can select if people will **see all the details** of whatever event you put on the calendar or if they will just see that time as **blocked out or busy**.

### Share with specific people

Person	Permission Settings	Remove
<input type="text" value="david b"/> <div style="border: 1px solid black; padding: 5px;"> <p>"President David Beyer" &lt;dbeyer@everettcc.edu&gt;</p> <p>"DAVID BOGGIO" &lt;daboggio@students.everettcc.edu&gt;</p> <p>"David Bowen" &lt;dbowen@everettcc.edu&gt;</p> <p>"David Beyer" &lt;dbeyer@everettcc.edu&gt;</p> <p>"DAVID BOWEN" &lt;dxbowen@students.everettcc.edu&gt;</p> </div>	<input type="text" value="See all event details"/>	<input type="button" value="Add Person"/>
<p>Make changes AND manage sharing</p>		

In the section below Share This Calendar with others, you can choose instead to **share the calendar with only specific people** in your contact list.

If you start typing in the box underneath **Person**, you will see suggestions for people in your contacts that match what you are typing. Just click on one of the names to select one from the list.

Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/>	<input type="button" value="Add Person"/>
<p>"dryan@everettcc.edu" &lt;dryan@everettcc.edu&gt;</p>	<p>Make changes AND manage sharing</p>	
<p>"dbeyer@everettcc.edu" &lt;dbeyer@everettcc.edu&gt;</p>	<input type="text" value="See all event details"/> <div style="border: 1px solid black; padding: 5px;"> <p>Make changes AND manage sharing</p> <p>Make changes to events</p> <p><b>See all event details</b></p> <p>See only free/busy (hide details)</p> </div>	<input type="button" value="Remove"/>

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20 23 30 31 1 2 3 4 5 6 7 8 9 10

**My calendars**

- Dennis Ryan
- My Stuff
- Tasks

[Add](#) | [Settings](#)

**Other calendars**

In the example above, David Beyer has been selected and his name appears underneath the author's name. You can click on the dropdown list on the right to select what level of rights that person will have to the calendar.

Once you click on **Create Calendar**, the new calendar will show up in the list under **My Calendars**, such as the **My Stuff** calendar in the example shown here.