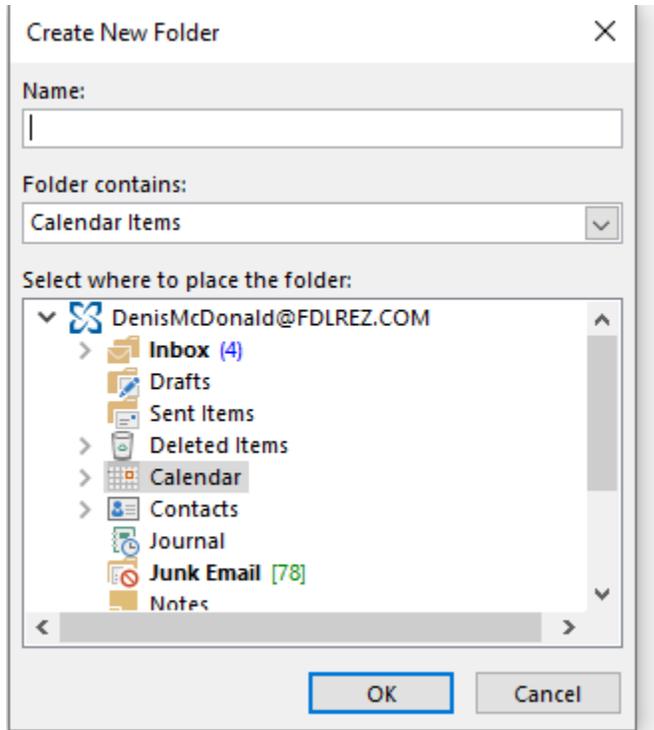# How to Create a New Calendar & Edit Properties in Outlook

1. Start Outlook and navigate to your Calendar view.

2. In the Folder tab, click New Calendar in the Calendar group.

3. The Create New Folder dialog box will show up.

4. Navigate to "Calendar" and type a Name for your New Calendar. I named mine "Sample". Then click OK.

5. It will show up on the left-hand side of your Outlook calendar as shown below.

6. To change calendar properties/views/settings, right-click on the calendar and go down to "Properties".

7. Here, you can change the Permissions of this calendar by going to "Permissions" and change other properties as well.