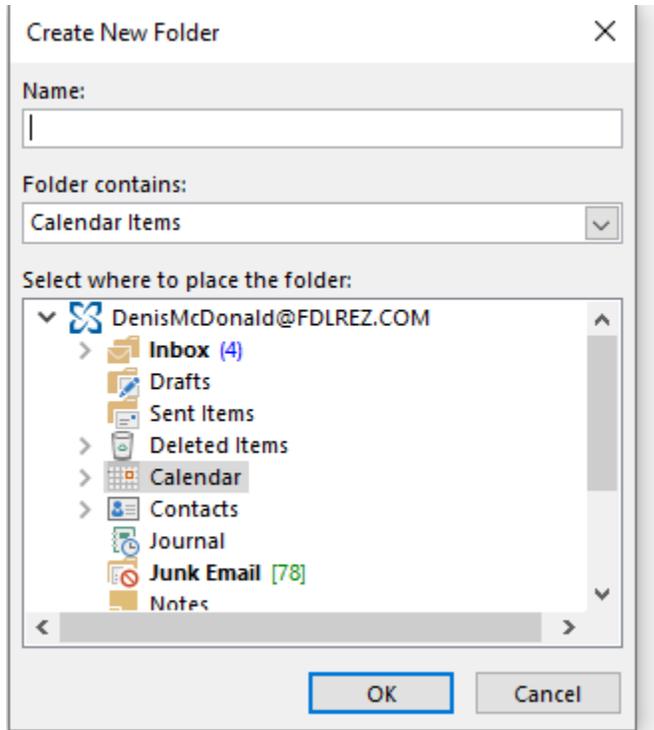


# How to Create a New Calendar & Edit Properties in Outlook

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.

**New Calendar**  
New

**Copy Calendar**  
Rename Calendar  
Move Calendar  
Delete Calendar  
Actions

**Share Calendar**  
Open Calendar  
Share

**Calendar Permissions**  
Calendar Properties  
Properties

February 2023

MO	TU	WE	TH	FR	SA	SU
6	30	31	1	2	3	4 5
7	6	7	8	9	10	11 12
8	13	14	15	16	17	18 19
9	20	21	22	23	24	25 26
10	27	28				

March 2023

MO	TU	WE	TH	FR	SA	SU
10		1	2	3	4	5
11	6	7	8	9	10	11 12
12	13	14	15	16	17	18 19
13	20	21	22	23	24	25 26
14	27	28	29	30	31	1 2
15	3	4	5	6	7	8 9

My Calendars

- Calendar
- Personal
- Sample

Team: Alan J. Walt

- Alan J. Walt
- Benjamin E. Adamscheck
- Brent T. Olsen
- Chris W. Lees
- Jesse J. Sampson
- Joanne C. Thompson
- Joshua T. King-HagE
- Lee Main
- Matthew B. Hammitt
- Torrence J. Savage

Other Calendars

- Schedule 15210



Feb 13 - 17

Today 74°F / 50°F

Search Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
13	14 Valentine's Day, U...	15	16	17
11 AM				
12 PM				
1				
2				
3				
4				
5				
6				