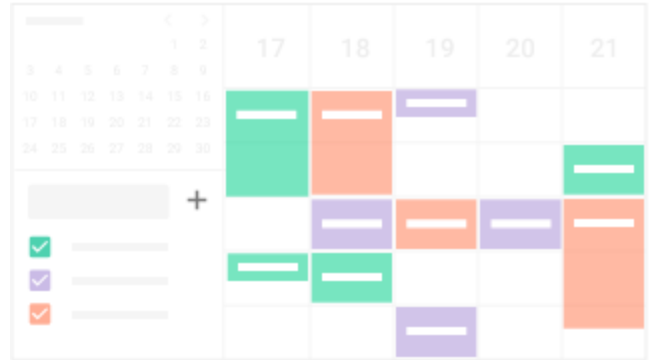


Create or share a calendar

With the new Google Calendar, you can create and share an additional calendar for groups, projects, or teams, both inside and outside your organization.






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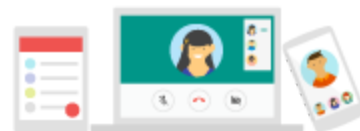


1 Create another calendar


You can add more calendars to your default G Suite Calendar, and see all your events on the same page.

1. [Sign in to Calendar](#) with your G Suite administrator email address and password.
2. On the left side of the page, click Add other calendars  .
3. Click **New calendar**.
4. In the **Name** field, enter a name for your new calendar.
5. (Optional) In the **Description** field, enter a description of this calendar.
6. To change the time zone or city, click **Time zone** and scroll to your chosen city or time zone.
7. Click **Create Calendar**.
You'll see a message that notifies you that the calendar is being created and, after a few moments, confirmation that the calendar was successfully created. The new calendar appears on the left.
8. At the top, click the Back arrow  to return to your Calendar.
Your changes save automatically.
9. (Optional) To toggle hiding and displaying events from a calendar, from the **Calendar** page, click on the calendar name.
10. (Optional) To change the default color of the calendar's events so you can tell them apart, click Options  > **Settings**.

See how to [customize settings for a calendar](#)




2 Share a calendar

1. Under **My calendars** on the left side of the page, click Options  > **Settings and sharing** next to the calendar that you want to share.
2. Scroll down to the the **Access permissions** section. Choose an option:
 - To send a link to your calendar to someone who has a Google account (a Gmail address):
 - a. Click **Get Shareable Link**.
 - b. Click **Copy Link**, paste it in an email, and send it to the person you want to share the calendar with.

They can then add it to their own Google Calendar.


- To share the calendar with users in your G Suite account, check the **Make available for [my organization]** box.

Note: This option only appears for G Suite accounts with more than one user.



3. At the top, click the Back arrow  to return to your Calendar. Changes save automatically.

3 Make your Calendar public

You can make your Calendar appear in public Google searches if you wish. This is useful, for example, to create an appointment calendar or show opening hours or special events.

1. [Sign in to Calendar](#) with your G Suite administrator email address and password.
2. Under **My calendars** on the left side of the page, click Options  > **Settings and sharing** next to the calendar that you want to share.



3. Scroll down to the **Access permissions** section and check the **Make available to public** box.
4. In the warning message that appears, click **OK**.
5. (Optional) To choose how much detail others see, in the **Access permissions** section, click the **See all event details** Down arrow . Then, choose an option:
 - Leave the default setting **See all event details** if you want others to be able to see all the details of the event, such as the description and guests.
 - Select **See only free/busy (hide details)** if you want others to only see that you're available or in a meeting, but not any details about that event. (This appears if you have the **Make available for [my organization]** box checked.)
6. At the top, click the Back arrow  to return to your Calendar. Your changes save automatically.