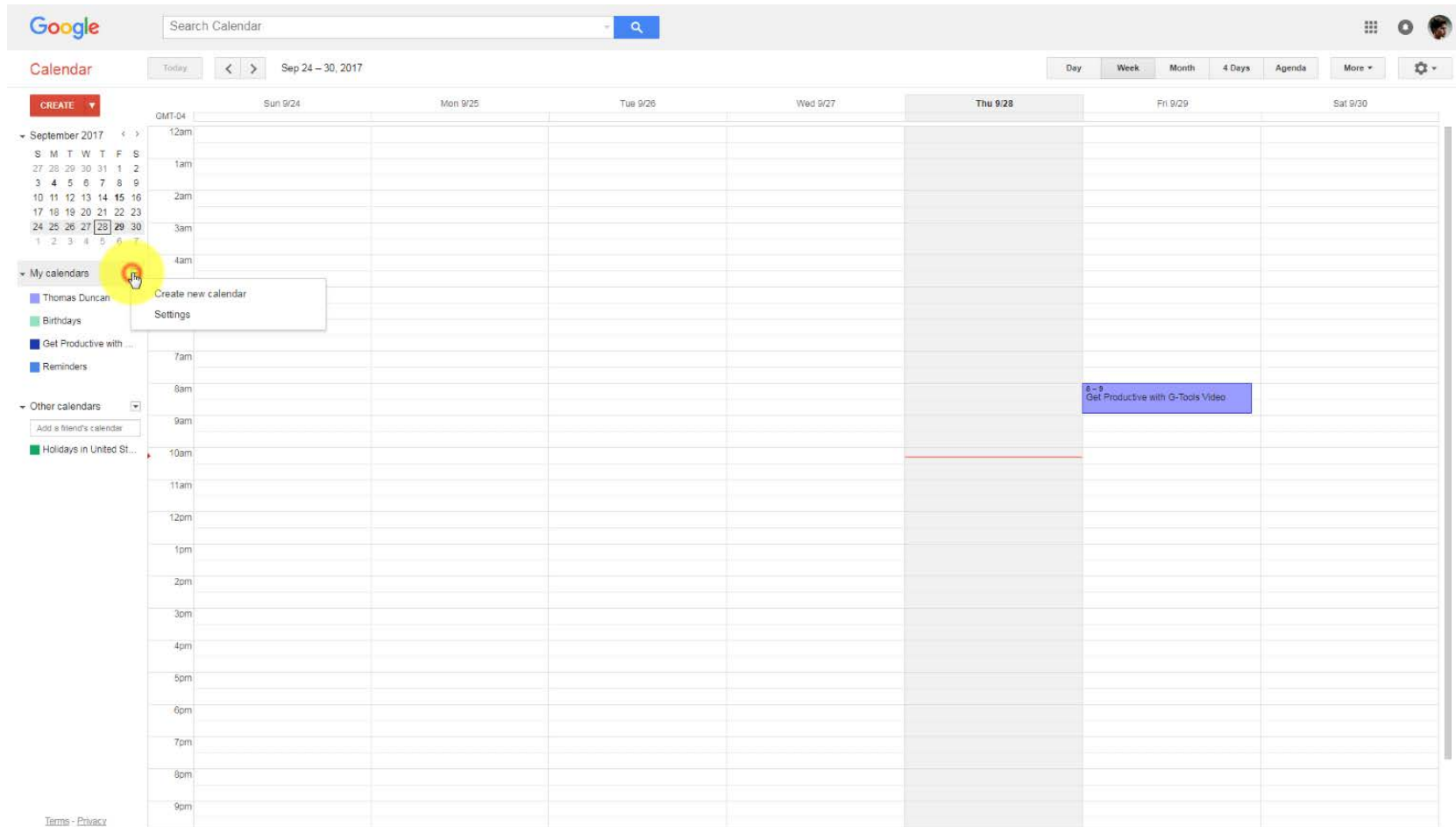


Managing Multiple Calendars

Click the Drop-Down Arrow



Create a New Calendar

The screenshot displays the Google Calendar web interface. At the top, there is a search bar and navigation tabs for 'Day', 'Week', 'Month', '4 Days', and 'Agenda'. The main calendar view is set to 'Sep 24 - 30, 2017'. On the left sidebar, under 'My calendars', a yellow circle highlights the 'Create new calendar' link. Below it is the 'Settings' link. Other visible calendar entries include 'Thomas Duncan', 'Birthdays', 'Get Productive with G-Tools Video' (on Thu 9/28), and 'Holidays in United St...'. The interface also shows a 'CREATE' button and a 'Search Calendar' field.

Customize the New Calendar

Google

Search Calendar

Create New Calendar

Calendar Details

[Back to calendar](#) [Create Calendar](#) [Cancel](#)

Calendar Name:

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:

United States

 (choose a different country to see other time zones)

Now select a time zone:

(GMT-04:00) Eastern Time

☐ Display all time zones

☐ **Make this calendar public** [Learn more](#)
This calendar will appear in public Google search results.
☐ Share only my free/busy information (Hide details)

Share with specific people

Person

Permission Settings [Learn more](#)

Remove

Enter email address

See all event details

Add Person

thomasduncanone@gmail.com

Make changes AND manage sharing

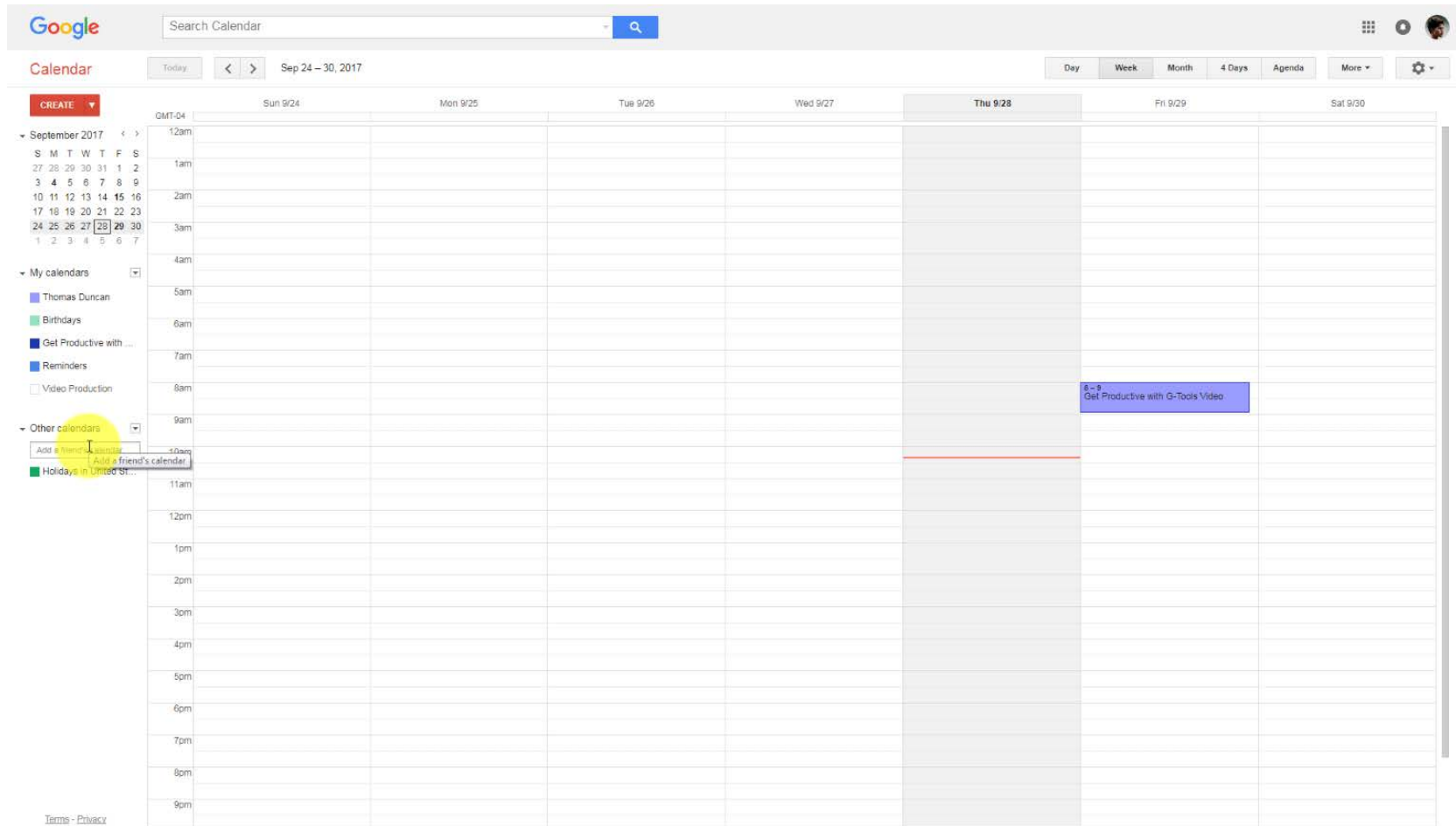
Tip: Sharing with coworkers?

Companies can move to Google Calendar to make sharing easier. [Learn how](#)

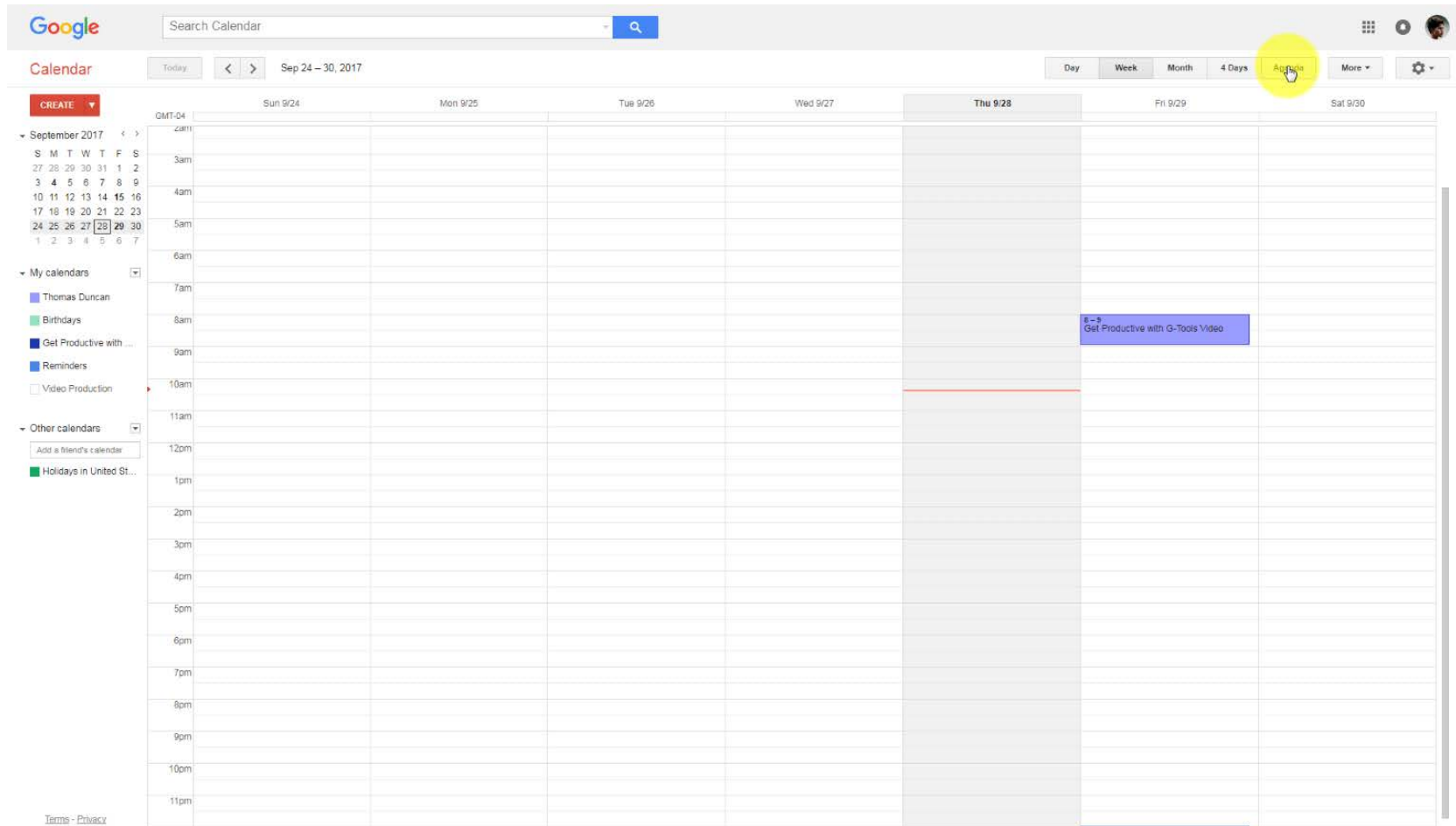
[Back to calendar](#) [Create Calendar](#) [Cancel](#)

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View the Public Calendar for Someone Else



Use the Agenda Button to See All Tasks



Toggle the Calendars On and Off That We Want to See

The screenshot shows the Google Calendar web interface. At the top, there's a search bar and navigation buttons. Below that, the current date is shown as Thursday, Sep 28, 2017. The main area displays a list of events and a sidebar with calendar controls.

Calendar Controls (Left Sidebar):

- My calendars:** A list of calendars with checkboxes to toggle them on or off. The "Birthdays" calendar is highlighted with a yellow circle and a mouse cursor pointing to its checkbox.
- Other calendars:** A section for adding other calendars, including "Holidays in United St...".

Event List (Main Area):

Date	Time	Event
Fri Sep 29, 2017	8:00am – 9:00am	Get Productive with G-Tools Video
Fri Sep 29, 2017	11:58pm – 11:59pm	Assignment: Move Links from Our Current Website To the New One
Mon Oct 9, 2017	All day	Columbus Day (regional holiday)
Tue Oct 31, 2017	All day	Halloween
Sun Nov 5, 2017	All day	Daylight Saving Time ends
Fri Nov 10, 2017	All day	Veterans Day observed
Sat Nov 11, 2017	All day	Veterans Day
Thu Nov 23, 2017	All day	Thanksgiving Day
Sun Dec 24, 2017	All day	Christmas Eve
Mon Dec 25, 2017	All day	Christmas Day
Sun Dec 31, 2017	All day	New Year's Eve
Mon Jan 1, 2018	All day	New Year's Day

Showing events until 1/1/2018. [Look for more](#)