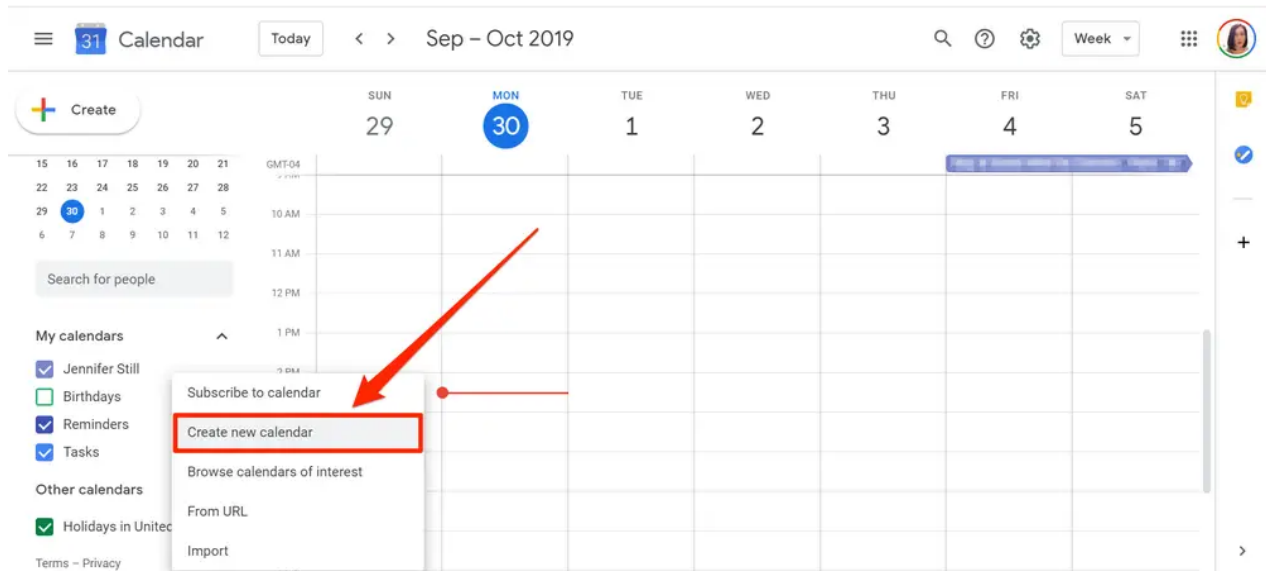# How to Create a Google Calendar

- On your computer, open Google Calendar.
- On the left, next to "Other calendars," click Add other calendars. ...
- Add a name and description for your calendar.
- Click Create calendar.

How to Share a Google Calendar

- Click on the 3 dots next to your calendar (left task bar)
- Click "Settings and Sharing"
- Scroll down to "Share with Specific People or Groups"
- Type email addresses of those who you want to share with
- Click which option is most appropriate for you
  - See only free/busy (hide details)
  - See all event details
  - Make changes to events
  - Make changes and manage sharing