

Google Calendar

4) Creating & Managing Multiple Calendars

In Google you can create and manage multiple calendars to help keep events organized. Learn more by visiting the links below!

- [Creating Additional Calendars](#)
- [Add Weather, Sports & Other Calendars](#)
- [See Team Members' Calendars*](#) (video)

*Departments often have group calendars for their teams. Ask your team for the name of the group calendar and add it following the directions in the video above.

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