Multiple Calendars in Webmail for DC Metro, IL, MA, NY and PA-Article no. 2089

Introduction

Users can create multiple calendars to make organization even easier.

Resolution Steps

To Create a New Calendar:

- On the **Calendar** tab, click the arrow next to the **New** button to open a drop-down menu

- Choose **Calendar** from the menu and the **Create New Calendar** popup appears

- Customize the new calendar with its own name, color scheme, and much more