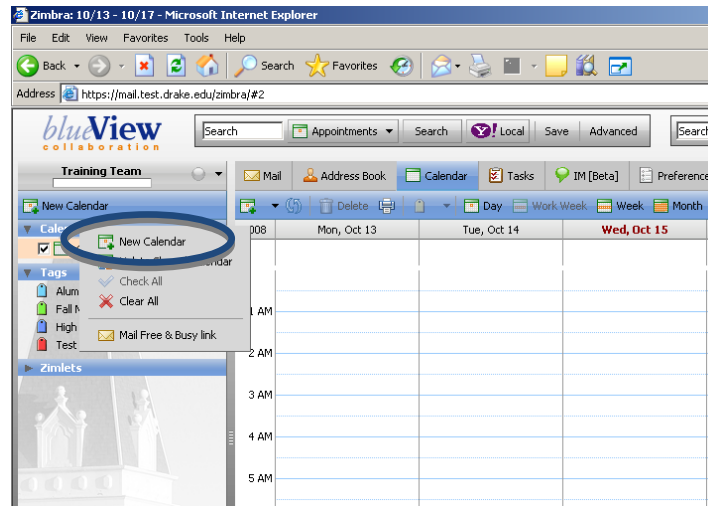


## Creating new calendars with Drake's web-calendar system

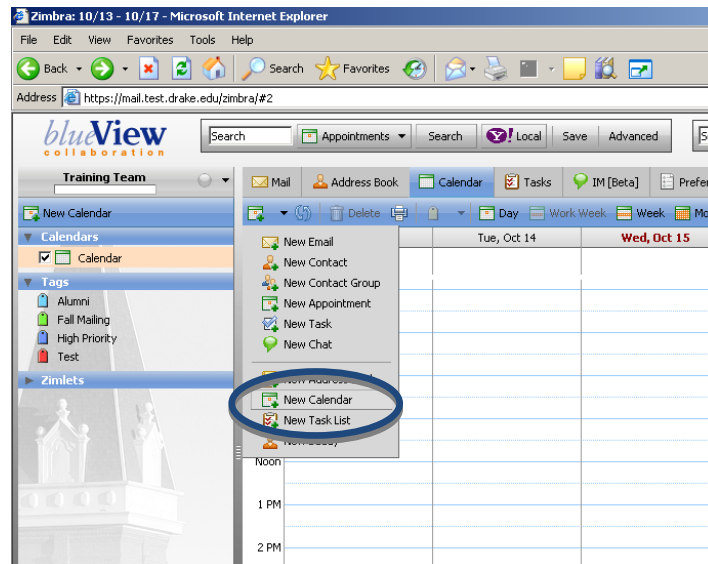
Included: why more than one calendar is useful, how to create a new calendar, how to delete a calendar you no longer want, and how to sync appointments from a remote calendar.

It is recommended to create additional calendars to manage your “work” time and your “personal” time separately. Each calendar is identified by a different color, so at a glance you can tell what your upcoming appointment may be related to.

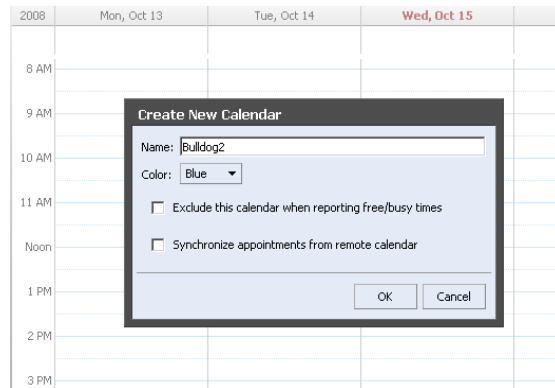
Right click calendars in the overview pane or click the “new” button on the toolbar and select Calendar.



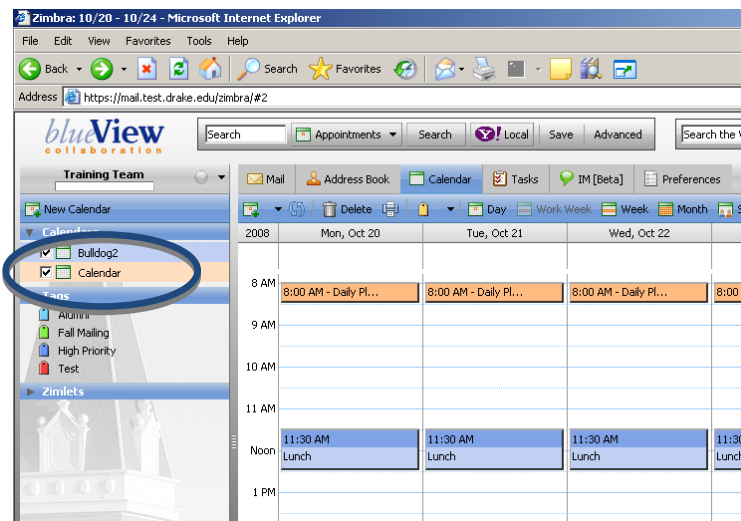
OR



In the Create New Calendar dialog box, type the name of the calendar and choose a color.



Click OK. The new calendar will be displayed in your calendar list.



### To create a calendar and synchronize appointments from a remote calendar

1. Select the Calendar tab.
2. Right-click **Calendars** in the Overview pane, or on the toolbar, click **Calendar** and select **Calendar**.
3. In the **Create New Calendar** dialog, type the name of the calendar and select a color to display the Calendar activities.
4. Check **Synchronize appointments from remote calendar**. Enter a valid iCal file URL for the remote calendar.
5. Click **OK**.