

Setting up new calendars in Microsoft Outlook using desktop/laptop

1. Open your calendar app and go to the 'Folder' tab. Under the 'New Group'. Click on 'New Folder'



2. In the 'Name' box type the name of your new calendar.



3. In the box saying, 'Select where to place the folder' choose 'Calendar'. Then click OK.

4. To select your colour choice for the calendar, go to the 'View' tab and select your colour.

A note about Microsoft Outlook calendar and Android devices. As of the time of writing, sadly it seems Microsoft and Android don't play very well together. You can set up a one-way sync, but this issue seems to be around editing or adding appointments on your phone. If you own an Android device and you're trying to sync it with Microsoft Outlook calendar keep an eye on the Microsoft support page.

www.support.office.com/en-us/article/can-t-sync-calendar-and-contacts-with-my-phone-or-tablet-8479d764-b9f5-4fff-ba88-edd7c265df9f
Currently their best solution appears to be downloading a separate calendar app.