Create new Google Calendar:

- From the browser, login to [Google Calendar](#) with your Google Workspace account.
- On the left, next to **Other calendars**, click on **+** symbol , Add other calendars and **select "Create new calendar"**.

- Add the name you prefer for the calendar, a description, and a time zone.
- Click **Create calendar** and the calendar should now appear in "**My calendars**".

Share the calendar:

- On the left, locate the new calendar under **"My calendars"** and Click on the three vertical dots next to the Calendar name.
- Select **Settings and sharing** from the dropdown menu.
- Scroll down to the **Share with specific people section**.
- Click the **Add people and groups** and in the pop-up window, enter the email address of the person or group you want to add.

- Choose the appropriate permission settings (e.g., see all event details, make changes to events).
- Click the Send button to share the calendar with the specified person or group.