Instructions for accessing MPC FA Calendar

For instructions to get to google calendar go to step 1.

If you are already in the google calendar area, go to step 3.

1. Go to your google calendar by clicking on the apps launcher in google mail

2. Click on the calendar icon in the pop up screen mail

3. On the left side of your calendar click on other calendars drop down arrow

4. Select Browse Interesting Calendars
5. Select the More tab
6. Select Resources for vcu.edu

7. Scroll down to MPC-FA Calendar and Select Subscribe on the right side (this will lighten and change to unsubscribe)

8. NOW YOU’VE GOT IT! Be sure that it is selected to see the calendar on your own VCU calendar

9. Once you have clicked subscribed, go back to the top of the screen and select Back to calendar