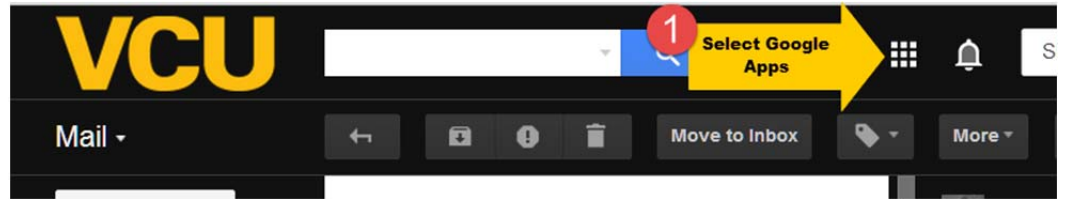


Instructions for accessing MPC FA Calendar

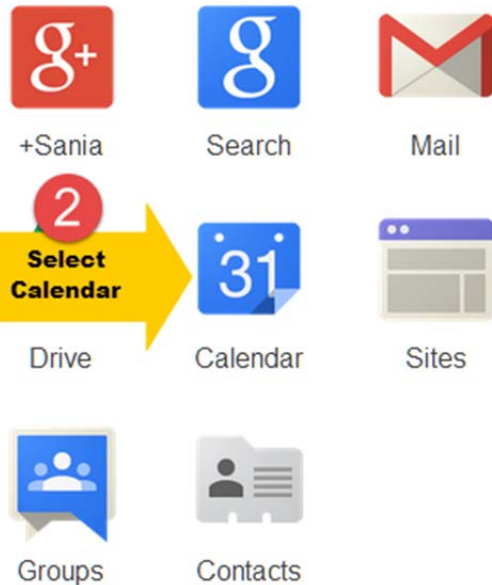
For instructions to get to google calendar go to step 1.

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

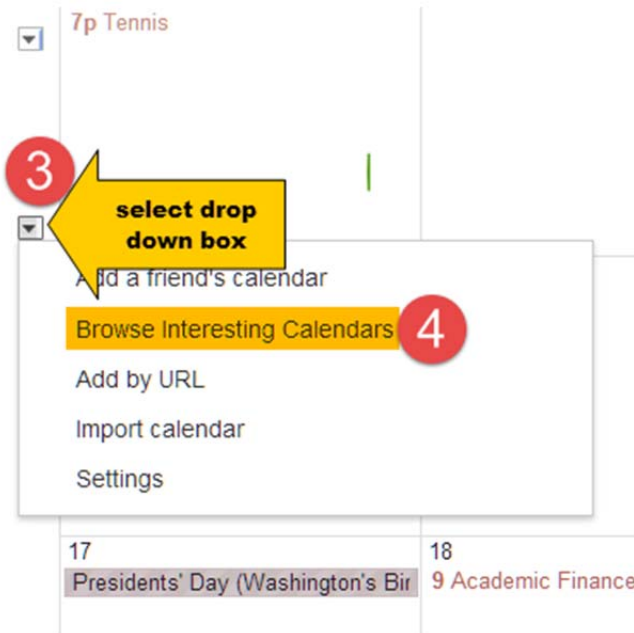
1. Go to your google calendar by clicking on the apps launcher in google mail



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



- ▼ My calendars
 - Sania Marcoccia
 - Tasks
 - x Home
- Other calendars



3. On the left side of your calendar click on other calendars drop down arrow
4. Select Browse Interesting Calendars

VCU Search Calendar

Interesting Calendars « Back to calendar

Holidays Sports **More**

Contacts' birthdays and events

Day of the Year

Hebrew Calendar

Phases of the Moon

Resources for vcu.edu

Stardates

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)

LYONS (4) >

MCADAMS_HOUSE-Conf_Room_2nd_Floor Preview **Subscribe**

MCGUIRE (3) >

MPC-FA_Calendar **Select Subscribe** **Subscribe**

OEHS-Car Preview **Subscribe**

OLIVER (7) >

VCU Search Calendar

Interesting Calendars « Back to calendar

Holidays Sports **More**

[More](#) > Resources for vcu.edu

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

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

▼ My calendars ▾

- Sania Marcoccia
- Tasks
- x Home

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▼ Other calendars ▾

Add a coworker's calendar

- Holidays in Unit
- MPC-FA_Calendar**

HERE IT IS!

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