MassBay’s NEW Online Virtual Event Calendar!
MassBay has launched a new online event calendar that all students can access through OneLogin!

- This will now be the central location for students to get the calendar of events each week.
- This calendar will have the up-to-date information for MassBay student events.
- The event descriptions will have event links included in them so that you can easily access each event online.
- There is an option to subscribe to the calendar so that you get a weekly email with all the events coming up.
- You can also add individual events to your personal calendar or sign-up for reminder emails/texts so that you don’t forget about them!

HOW TO ACCESS THE CALENDAR:

1. Click on the Virtual Events Tile in OneLogin:

![Virtual Events Tile]

2. OR Use this link and sign-in with your MassBay username & password:
https://mbccweb.massbay.edu/virtualmeetings/

HOW TO SUBSCRIBE TO WEEKLY EMAILS:

You will be able to select links in the email to see event details, add events to your personal calendar, set reminders, and more. You can also unsubscribe at any time by selecting a link in the footer of the upcoming-events email you receive.

1. Once you are in the calendar, go to the top right cornering and click subscribe:

![Subscribe Button]

2. Check Weekly Email and enter your name and preferred email address, then click the Subscribe button:
HOW TO ADD INDIVIDUAL EVENTS TO YOUR CALENDAR & SIGN-UP FOR EVENT REMINDERS:

1. Click on any event from the calendar to see event details, then click *Add to my Calendar* or *Email Reminder*:

2. Choose the reminder/calendar option(s) you would like, fill out the necessary fields, and click submit: