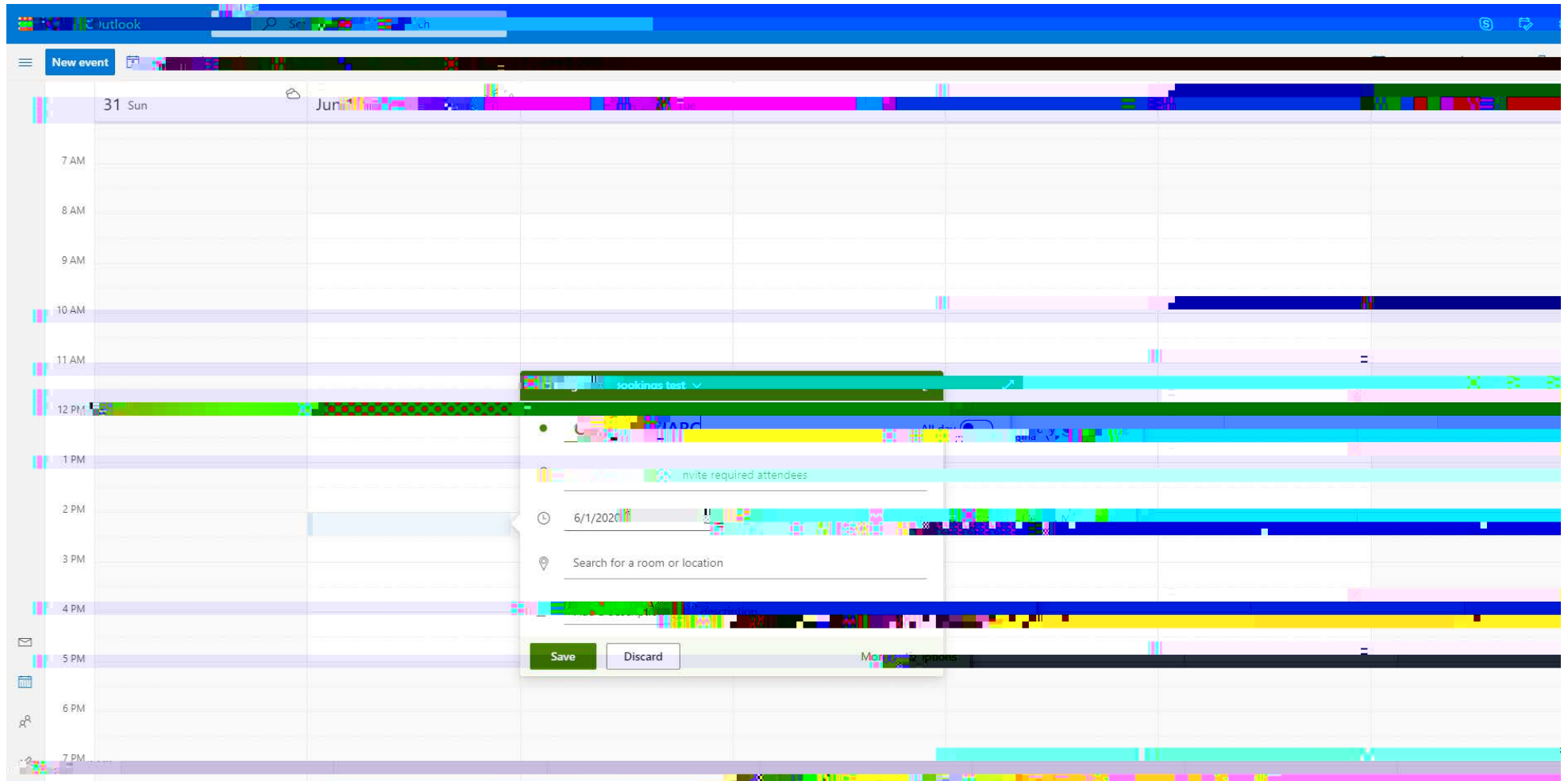


# 1. Create a new event in your personal Outlook calendar.



2. Under Location, search for the location name exactly as it appears in the list of CMARC locations and select.

The screenshot displays the Microsoft Outlook calendar interface. At the top, the 'Outlook' title bar is visible, along with a search bar and navigation icons. Below the title bar, the calendar header shows 'New event', 'Today', and the date range 'May 31 - June 6, 2020'. The main calendar area shows a grid with time slots from 7 AM to 7 PM. A search box is open, displaying the following results:

- CMARC
- Use this location: McIntyre Medical 1408
- McIntyre Medical 1408-1 Biosafety Cabinet (Available, R0)
- McIntyre Medical 1408-2 Animal Transfer Station (Available, R0)
- McIntyre Medical 1408

At the bottom of the search box, there are 'Save', 'Discard', and 'More options' buttons. The calendar grid shows several events represented by horizontal bars of various colors (blue, green, yellow, orange, red, purple, pink, light blue, grey).

