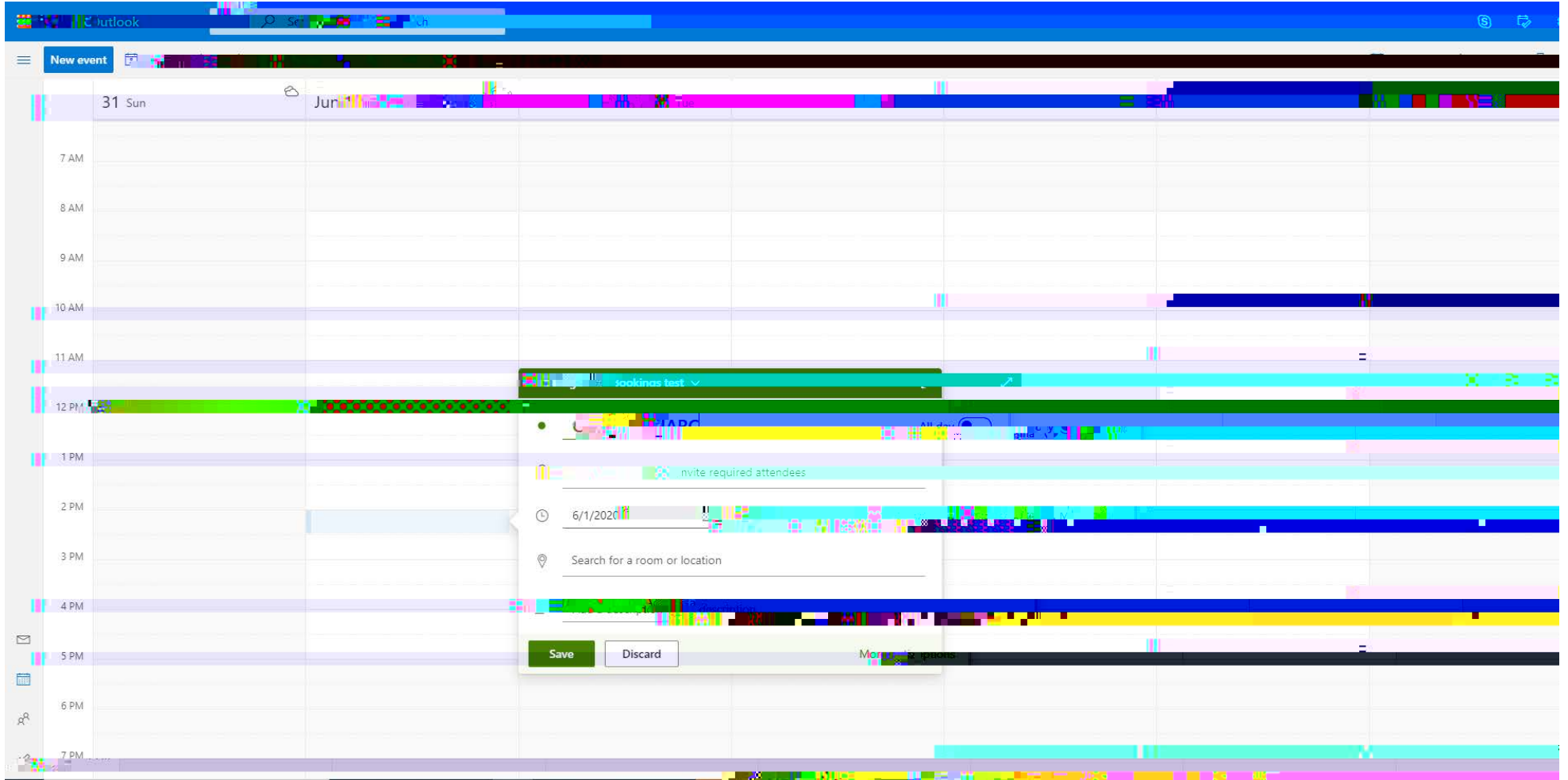


# 1. Create a new event in your personal Outlook calendar.



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 dropdown menu is open, showing the following options:

- 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

The search dropdown also includes a 'Did a description' section and buttons for 'Save', 'Discard', and 'More options'.

