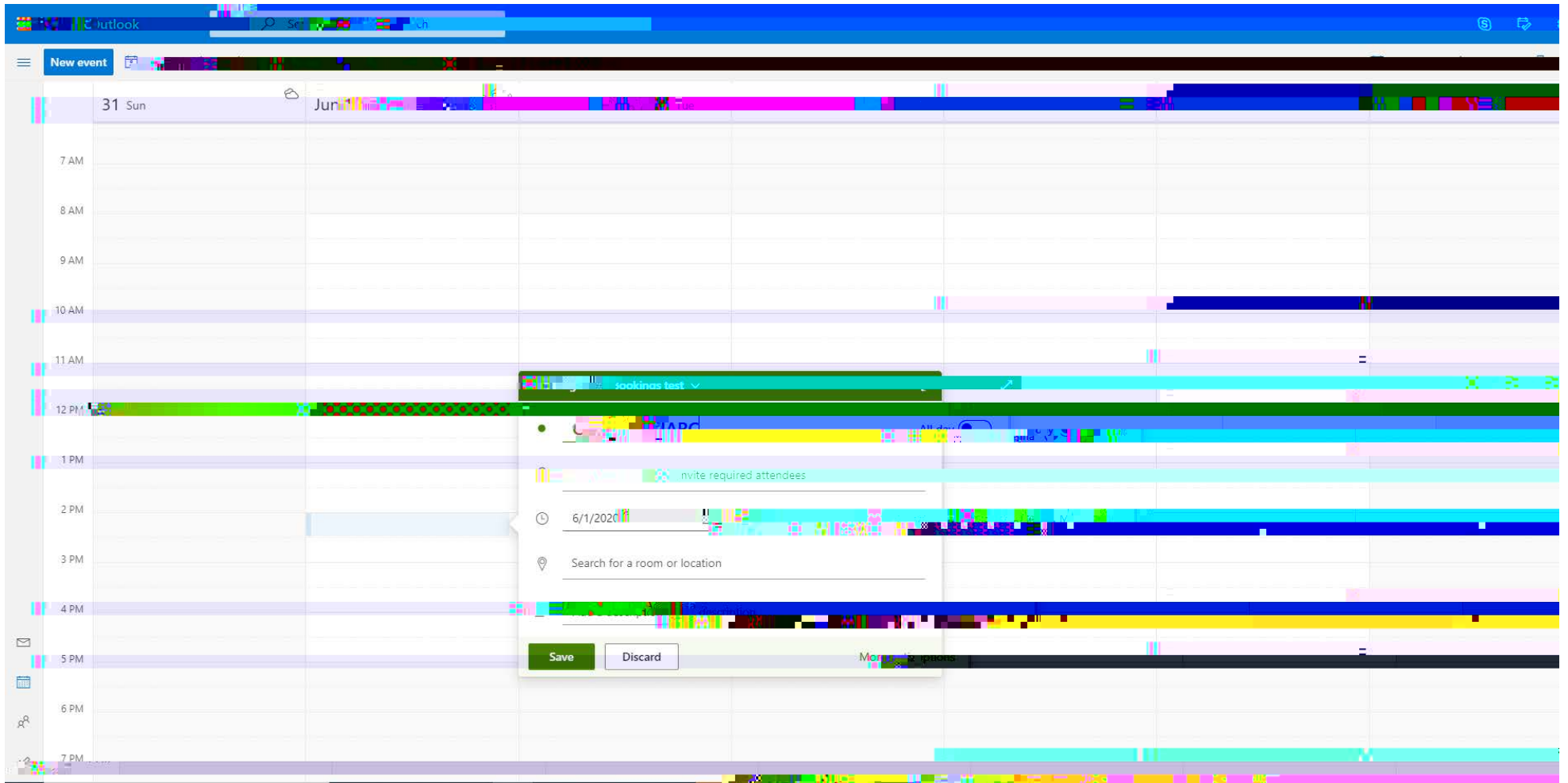


1. Create a new event in your personal Outlook calendar.



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 is in a weekly view, with the current day being Sunday, June 31. A search box is open over the calendar, displaying a list of search results for the location 'McIntyre Medical 1408'. The results include:

- 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 background shows a grid of time slots from 7 AM to 7 PM.

