

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 shows the Microsoft Outlook calendar interface. At the top, the 'Outlook' title bar is visible. Below it, the search bar contains the text 'McIntyre Medical 1408'. The calendar view is set to 'Week' and shows dates from May 31 to June 6, 2020. A search dropdown menu 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

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

