

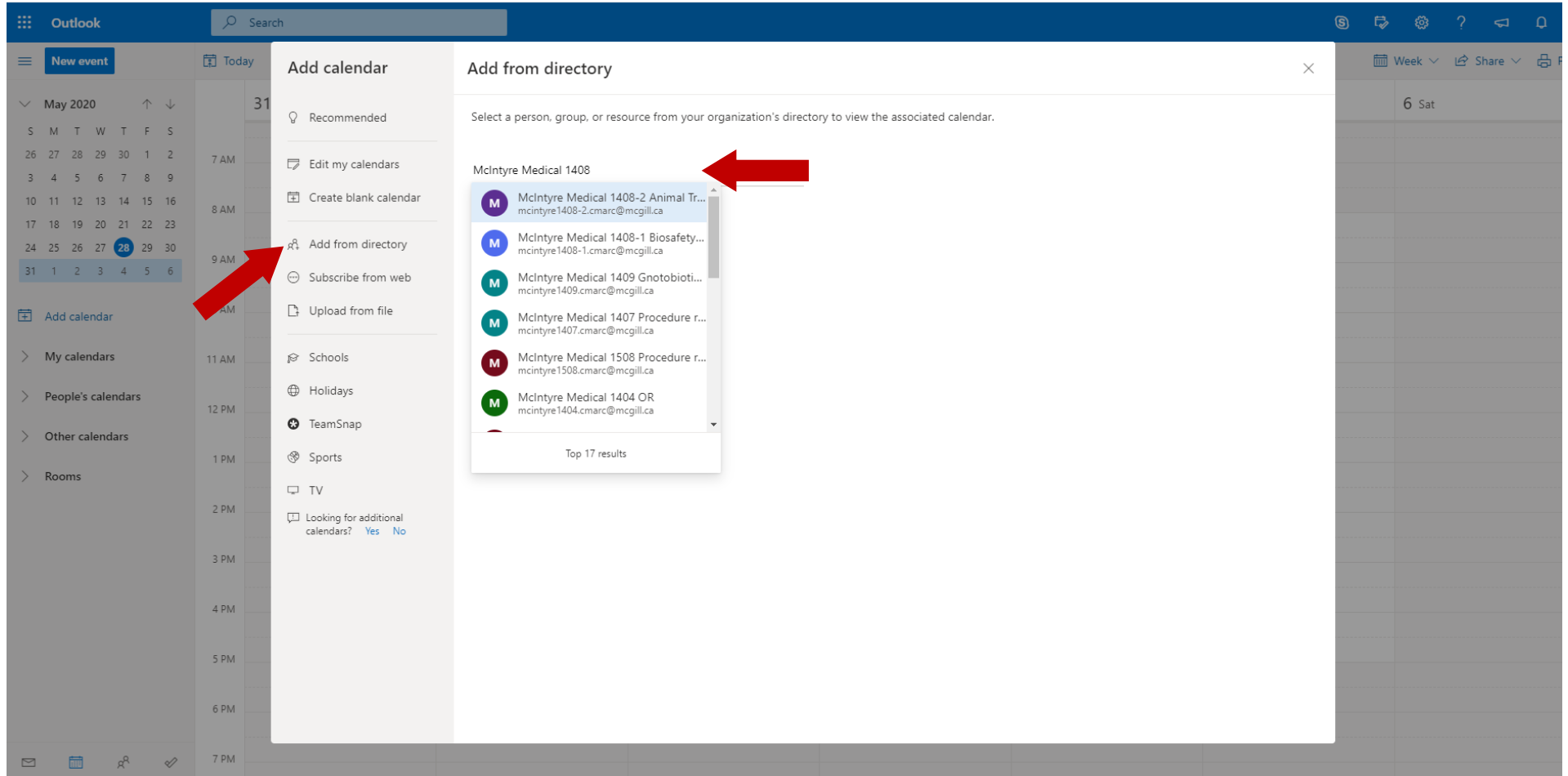
# 1. Click on **Add Calendar**.

The screenshot displays the Microsoft Outlook calendar interface. At the top, there is a blue header bar with the Outlook logo, a search bar, and various utility icons. Below the header, a navigation bar shows the current date range as 'May 31 - June 6, 2020'. The main area is a calendar grid with columns for days of the week and rows for time slots from 7 AM to 7 PM. On the left side, there is a sidebar with a calendar view for May 2020 and a list of calendar categories: 'Add calendar', 'My calendars', 'People's calendars', 'Other calendars', and 'Rooms'. A red arrow points to the 'Add calendar' button in the sidebar.

May 2020	31 Sun	Jun 1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat
S M T W T F S							
26 27 28 29 30 1 2							
3 4 5 6 7 8 9							
10 11 12 13 14 15 16							
17 18 19 20 21 22 23							
24 25 26 27 28 29 30							
31 1 2 3 4 5							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							

## 2. Click on **Add from directory**.

Type the location name exactly as it appears in the list of CMARC locations and select.



The screenshot shows the Outlook interface with the 'Add calendar' dialog box open. The 'Add from directory' option is highlighted with a red arrow. The dialog box displays a list of search results for 'McIntyre Medical 1408'. A second red arrow points to the first result, 'McIntyre Medical 1408-2 Animal Tr...', which is selected.

**Add calendar**

- Recommended
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file
- Schools
- Holidays
- TeamSnap
- Sports
- TV
- Looking for additional calendars? [Yes](#) [No](#)

**Add from directory**

Select a person, group, or resource from your organization's directory to view the associated calendar.

McIntyre Medical 1408

- M** McIntyre Medical 1408-2 Animal Tr...  
mcintyre1408-2.cmarc@mcgill.ca
- M** McIntyre Medical 1408-1 Biosafety...  
mcintyre1408-1.cmarc@mcgill.ca
- M** McIntyre Medical 1409 Gnotobioti...  
mcintyre1409.cmarc@mcgill.ca
- M** McIntyre Medical 1407 Procedure r...  
mcintyre1407.cmarc@mcgill.ca
- M** McIntyre Medical 1508 Procedure r...  
mcintyre1508.cmarc@mcgill.ca
- M** McIntyre Medical 1404 OR  
mcintyre1404.cmarc@mcgill.ca

Top 17 results

- From the drop-down list, select your preferred Calendar Group. (If you have previously added Room Calendars in Outlook Desktop, a **Rooms** Calendar Group will be available. Click **Add**.

The screenshot shows the Outlook Desktop interface. On the left, the navigation pane displays a calendar for May 2020, with the 28th highlighted. Below the calendar are options for 'Add calendar', 'My calendars', 'People's calendars', 'Other calendars', and 'Rooms'. The main area is dominated by a white dialog box titled 'Add calendar'. The 'Add from directory' option is selected, and a search result for 'McIntyre Medical 1408-1 Biosafety Cabinet' is displayed. Below the search results, the 'Add to' dropdown menu is open, showing 'Rooms' as the selected option. A blue 'Add' button is visible at the bottom of the dialog box. The background shows a calendar view with the date '6 Sat' visible.

## 4. The calendar is now available in the menu.

The screenshot displays the Microsoft Outlook interface. At the top, the Outlook logo and a search bar are visible. Below the search bar, there is a navigation area with a 'New event' button and a date range 'Today' to 'May 31 - June 6, 2020'. The main area shows a weekly calendar grid for the week of May 31 to June 6, 2020. The grid is currently empty. On the left side, there is a sidebar menu with several sections: 'May 2020' (a monthly calendar view), 'Add calendar', 'My calendars', 'People's calendars', 'Other calendars', and 'Rooms'. Under the 'Rooms' section, there are three items, each with a radio button: 'McIntyre Medical 1409 Gnotobiotic U...', 'McIntyre Medical 1408-1 Biosafe...', and 'McIntyre Medical 1408-2 Animal Tran...'. A red arrow points to the 'McIntyre Medical 1408-1 Biosafe...' item. At the bottom of the sidebar, there are icons for mail, calendar, people, and a task icon.