

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

The screenshot displays the 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 'New event', 'Today', navigation arrows, and the date range 'May 31 - June 6, 2020'. The main area is a calendar grid with columns for days (Sun to Sat) and rows for hours (7 AM to 7 PM). A modal form for creating a new event is open, titled 'Bookings test'. The form includes the following fields and controls:

- Title:** 'Bookings test' with a dropdown arrow and a share icon.
- Category:** A green dot followed by 'CMARd'.
- All day:** A toggle switch currently turned off.
- Attendees:** A field with a person icon and the text 'Invite required attendees'.
- Date and Time:** A date field showing '6/1/2020' and a time range from '2:00 PM' to '2:30 PM'.
- Location:** A field with a location pin icon and the text 'Search for a room or location'.
- Description:** A field with a list icon and the text 'Add a description'.
- Buttons:** 'Save' (green), 'Discard' (white), and 'More options' (green).

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

The screenshot shows the Outlook calendar interface. The calendar view is set to a week starting from May 31 to June 6, 2020. A booking form titled "Bookings test" is open, showing the following details:

- Title:** Bookings test
- Location:** CMARC (All day toggle is off)
- Use this location:** McIntyre Medical 1408
- Location Suggestions:**
  - McIntyre Medical 1408-1 Biosafety Cabinet (Available)
  - McIntyre Medical 1408-2 Animal Transfer Station (Available)
- Location Input:** McIntyre Medical 1408
- Description:** Add a description
- Buttons:** Save, Discard, More options

# 3. Save. You're all done!

The screenshot displays the Microsoft Outlook calendar interface. At the top, the Outlook logo and a search bar are visible. Below the search bar, there are navigation options including 'New event', 'Today', and a date range 'May 31 - June 6, 2020'. The main area shows a weekly calendar grid for the week of June 1st to 6th, 2020. The time slots on the left range from 7 AM to 7 PM. A single event is scheduled for Monday, June 1st, from 2 PM to 3 PM, titled 'CMARC McIntyre Medical 1408-1 Biosafe'. The event title is highlighted in green. The interface includes various icons for navigation and settings, such as a hamburger menu, a calendar icon, and a share icon.