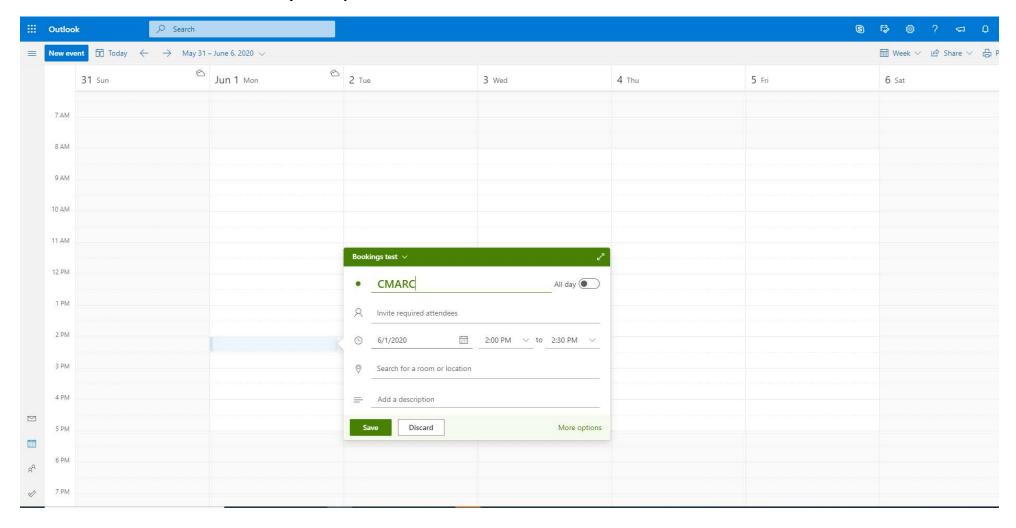
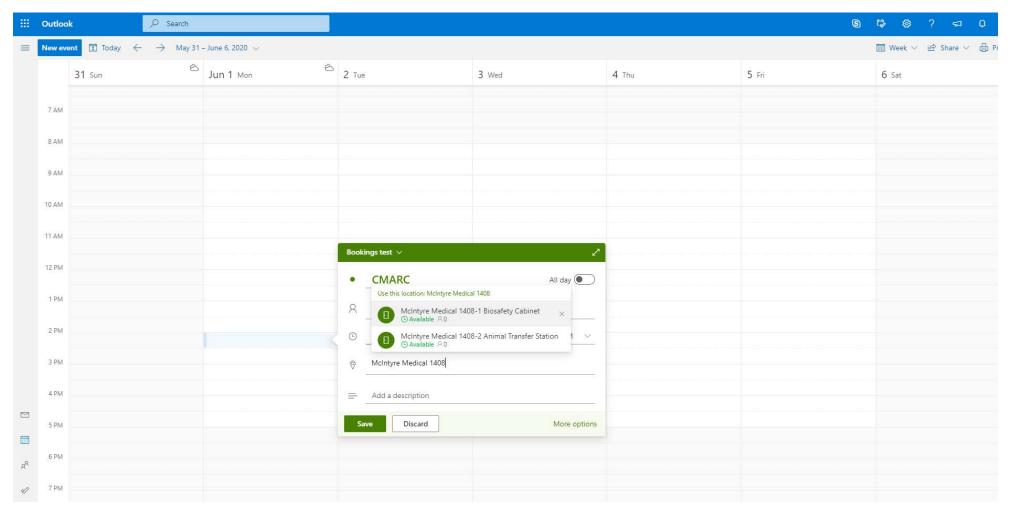
1. Create a new event in your personal Outlook calendar.



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



3. Save. You're all done!

