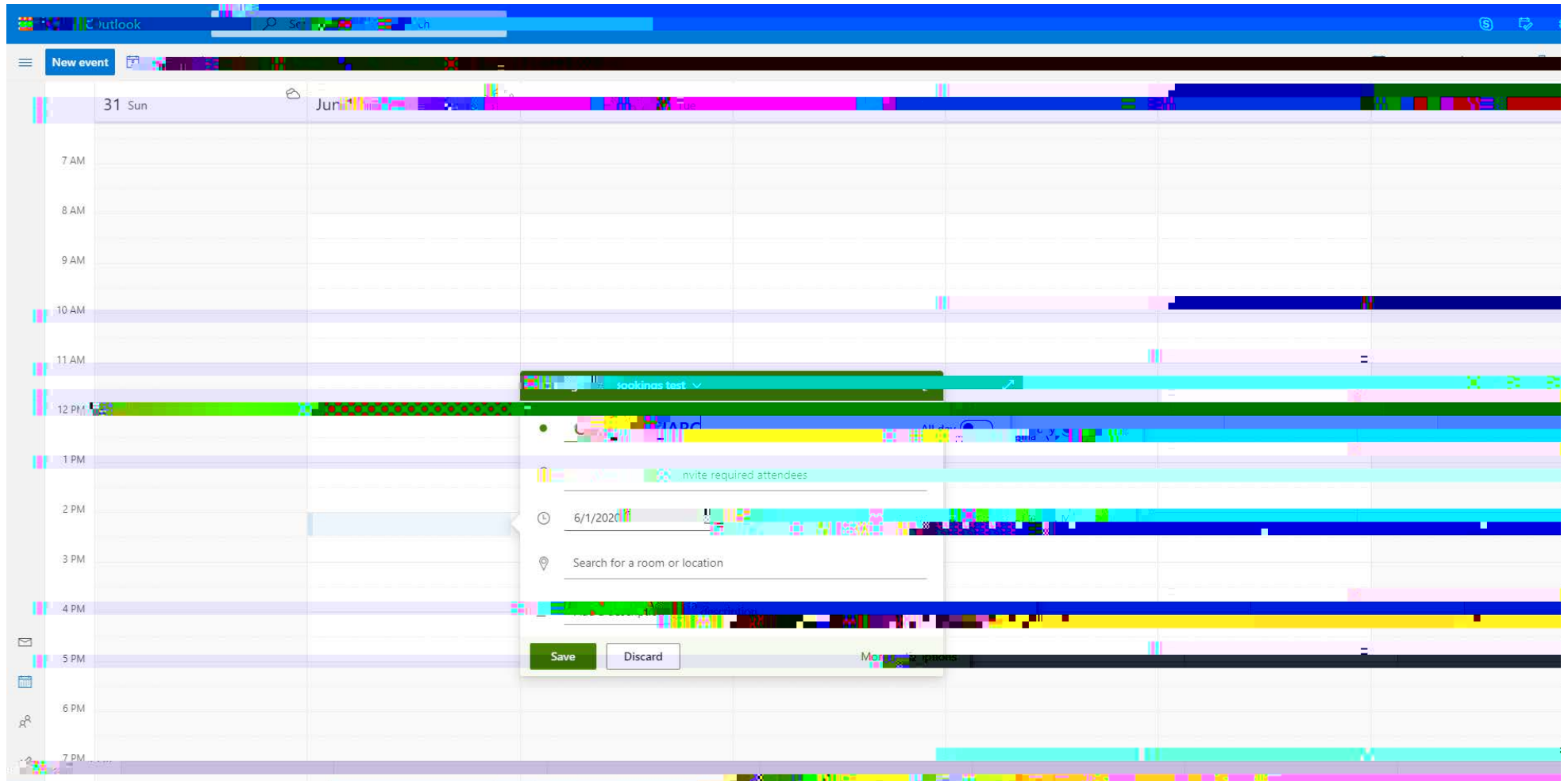


1. Create a new event in your personal Outlook calendar.



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

