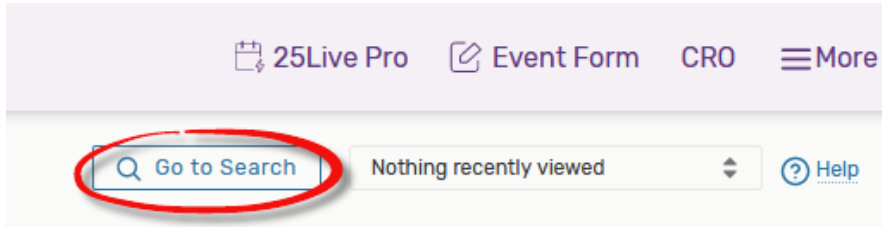# To Set Starred Locations

You can set locations as "starred" in order to quickly view calendars and request spaces most relevant to you.
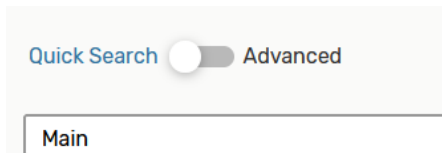
- Go to top right of 25Live and click the "Go to Search" button.
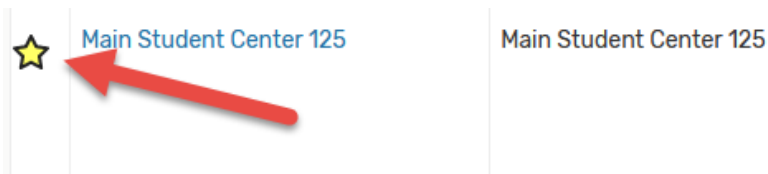

- Choose "Locations" from the dropdown seen here:

- Type the name of the building of your location and click search. For a list of how buildings are named in 25Live, see here. https://cro.ecu.edu/wp-content/pv-uploads/sites/68/2017/12/25Live-Building-Abbreviation-List-8-18-19.pdf
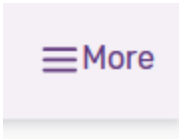

- Click the star next to the location you would like to add to your starred. You may add as many starred locations as desired.

- When you are finished, click the "More" menu in the top right corner of 25Live and choose "Availability" to return to the grid view.

✕

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