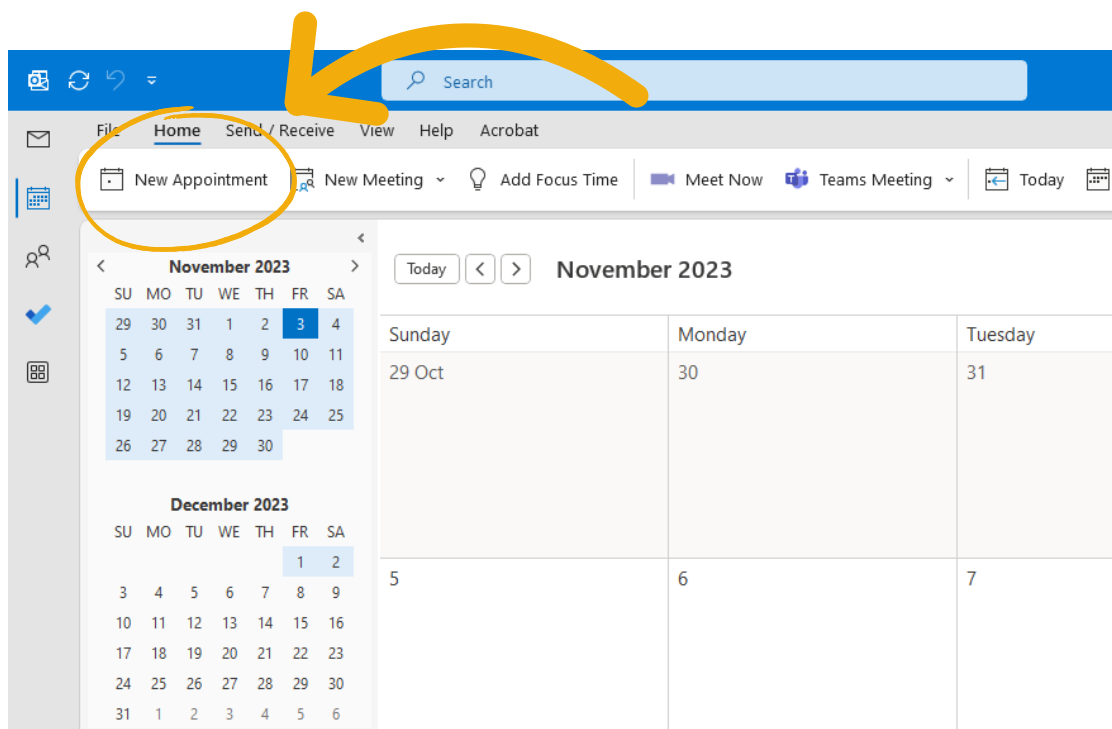
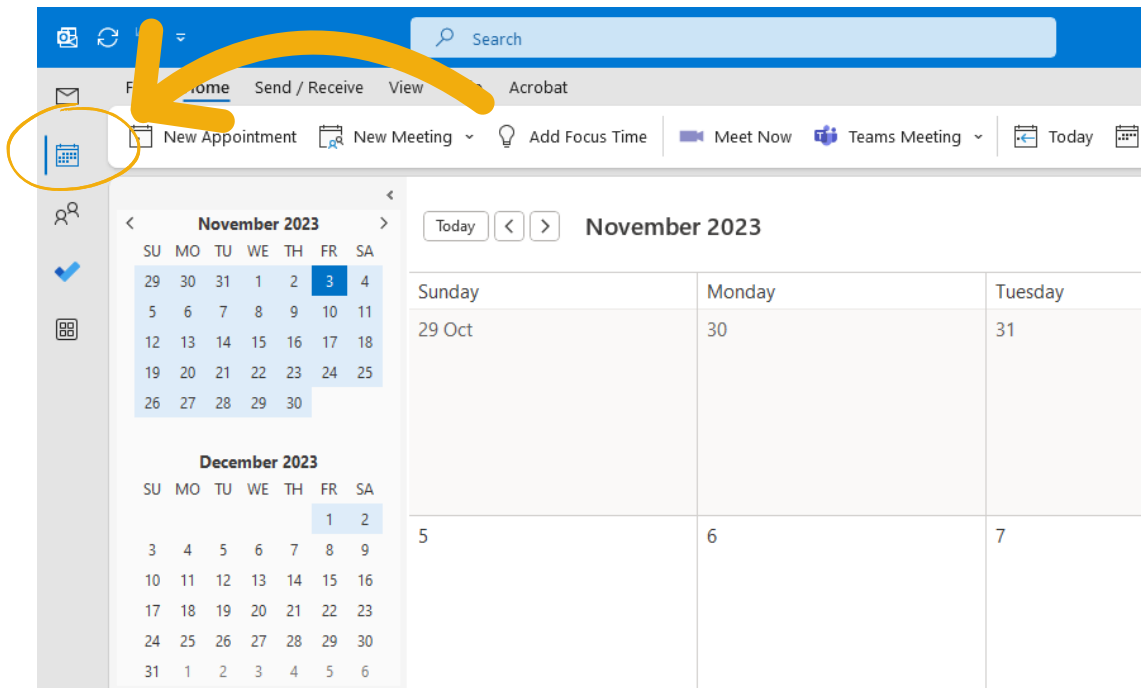


# Panduan Peminjaman Ruangan Melalui Kalender Outlook

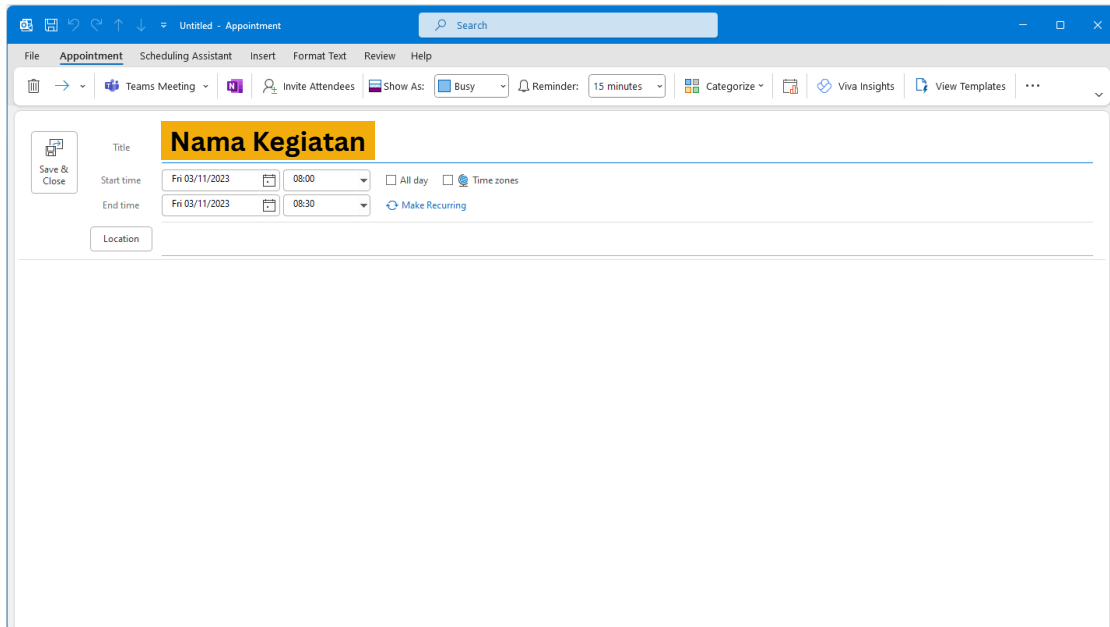
## 1. Buka Microsoft Outlook



## 2. Pilih Icon **Kalender** dan Klik **New Appointment**

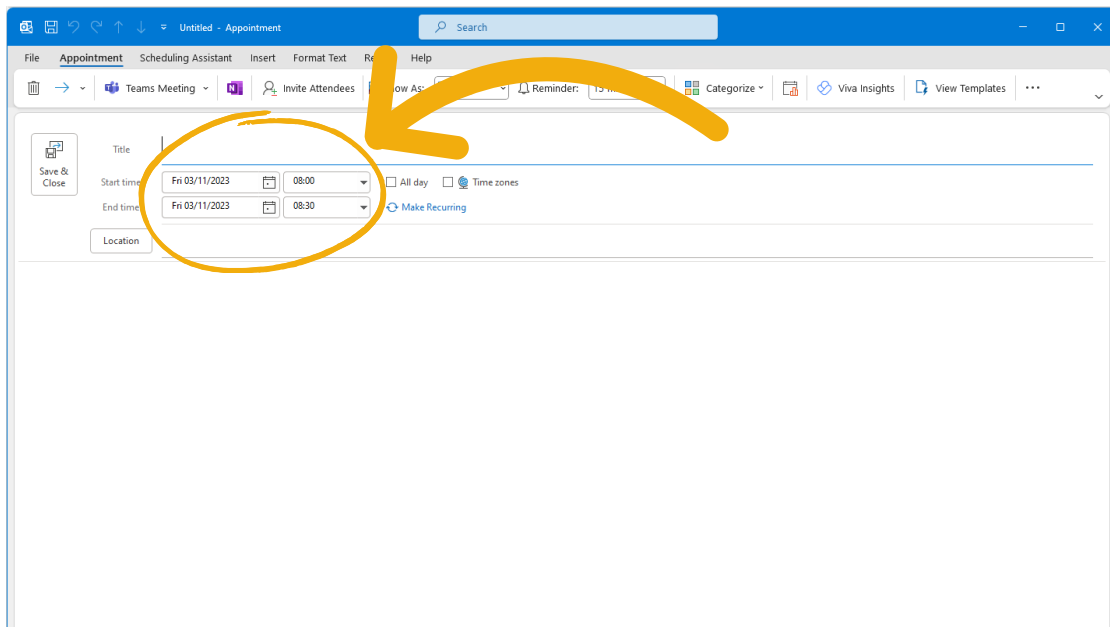


### 3. Masukkan Nama Kegiatan pada **Title**



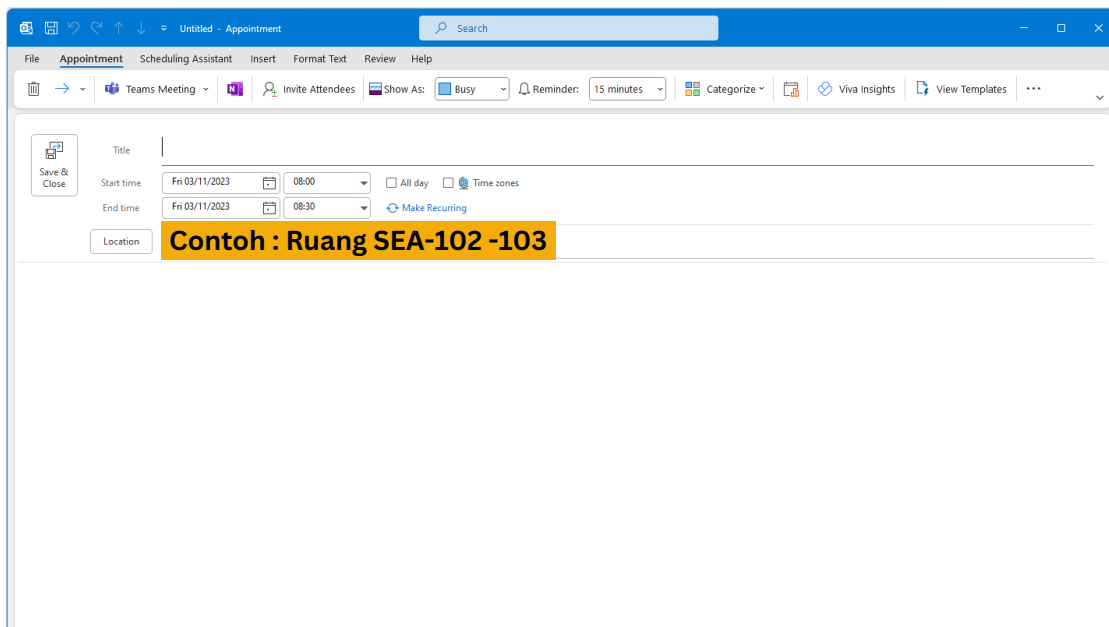
The screenshot shows the Microsoft Teams Appointment form. The title field is highlighted with a yellow box and contains the text "Nama Kegiatan". The start time is set to Fri 03/11/2023 at 08:00, and the end time is set to Fri 03/11/2023 at 08:30. The location field is empty.

### 3. Masukkan **Waktu Mulai** dan **Akhir** Tanggal Kegiatan



The screenshot shows the Microsoft Teams Appointment form. The start and end time fields are highlighted with a yellow circle, and a yellow arrow points to them. The start time is set to Fri 03/11/2023 at 08:00, and the end time is set to Fri 03/11/2023 at 08:30. The location field is empty.

### 4. Masukkan **Lokasi Ruang** Kegiatan



The screenshot shows the Microsoft Teams Appointment form. The location field is highlighted with a yellow box and contains the text "Contoh : Ruang SEA-102 -103". The start time is set to Fri 03/11/2023 at 08:00, and the end time is set to Fri 03/11/2023 at 08:30.

## 5. Isikan **Detail Kegiatan** disini

**Contoh**

Kepada Yth:  
**Kepala Departemen Teknik Transportasi Laut FTK-ITS**  
**Dr.-Ing. Ir. Setyo Nugroho**  
di tempat

Dengan hormat,  
Sehubungan dengan Program Kerja **HIMASEATRANS** Periode 2023 / 2024 yaitu kegiatan **Seatrans Around the World (SEAWORLD)** yang akan dilaksanakan pada :

Hari/ Tanggal : Jumat / 3 November 2023  
Pukul : 14.00 - 15.50 WIB  
Tempat : Ruang SEA-102 - 103

Maka dengan ini kami bermaksud meminjam **4 buah Microphone** serta **Sound System** demi mendukung keberlangsungan kegiatan. Adapun narahubung untuk peminjaman perlengkapan dapat menghubungi **Nama Mahasiswa/i (081234567XXX)**.

## 6. Pilih menu **Insert** dan Klik **Attach File** untuk upload file surat kegiatan beserta **Rundown Kegiatan (\*pdf)**

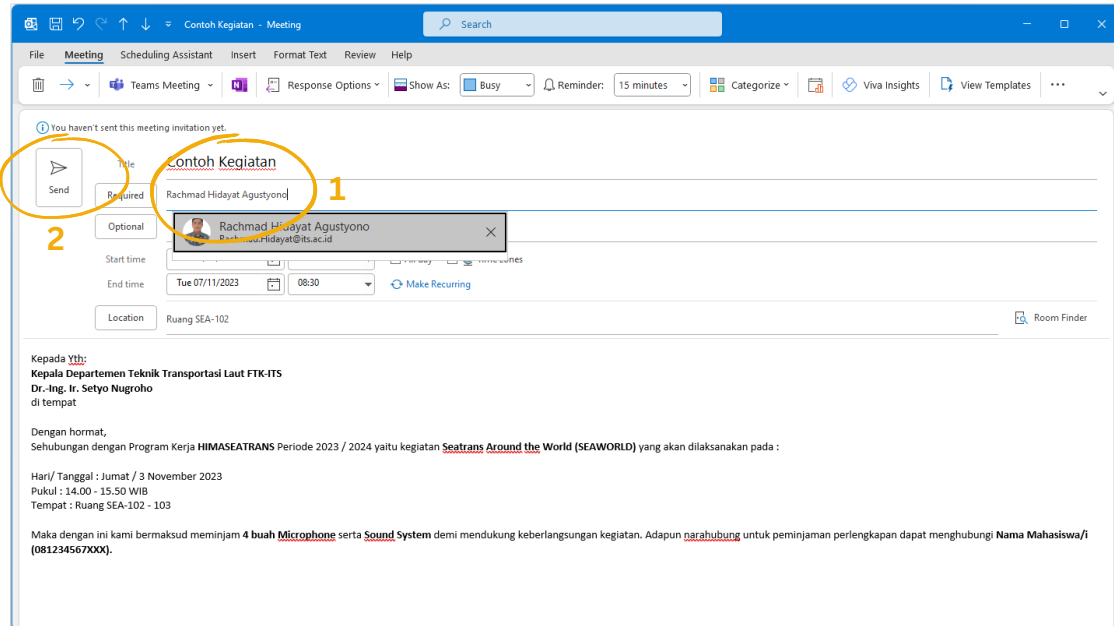
**1**

**2**

## 7. Klik **Invite Attendees**

**Invite Attendees**

8. Kirim form peminjaman ke [rachmad.hidayat@its.ac.id](mailto:rachmad.hidayat@its.ac.id) dan Klik **Send**.




The screenshot shows a Microsoft Teams meeting invitation form titled "Contoh Kegiatan". The form is partially filled out. A yellow circle highlights the "Send" button, labeled with a "2". Another yellow circle highlights the "To" field, which contains the email address "Rachmad Hidayat Agustyono", labeled with a "1". Below the "To" field, there is a dropdown menu showing the selected contact "Rachmad Hidayat Agustyono" with his profile picture and email address "Rachmad.Hidayat@its.ac.id". The form also includes fields for "Start time" (Tue 07/11/2023, 08:30), "End time" (08:30), and "Location" (Ruang SEA-102). The "Required" checkbox is checked. Below the form, there is a message in Indonesian:

Kepada Yth.  
Kepala Departemen Teknik Transportasi Laut FTIK-ITS  
Dr.-Ing. Ir. Setyo Nugroho  
di tempat

Dengan hormat,  
Sehubungan dengan Program Kerja HIMASEATRANS Periode 2023 / 2024 yaitu kegiatan Seatrans Around the World (SEAWORLD) yang akan dilaksanakan pada :

Hari/ Tanggal : Jumat / 3 November 2023  
Pukul : 14.00 - 15.50 WIB  
Tempat : Ruang SEA-102 - 103

Maka dengan ini kami bermaksud meminjam **4 buah Microphone** serta **Sound System** demi mendukung keberlangsungan kegiatan. Adapun narahubung untuk peminjaman perlengkapan dapat menghubungi **Nama Mahasiswa/i (081234567XXX)**.

9. Konfirmasi ulang ke Nomor  **+62 812-3422-4342**.