Panduan Peminjaman Ruangan Melalui Kalender Outlook

1. Buka Microsoft Outlook



2. Pilih Icon Kalender dan Klik New Appointment



3. Masukkan Nama Kegiatan pada Title



3. Masukkan Waktu Mulai dan Akhir Tanggal Kegiatan

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4. Masukkan Lokasi Ruangan Kegiatan

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5. Isikan **Detail Kegiatan** disini

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th: *partemen Teknik Transportasi Laut FTK-ITS * Setyo Nugroho * ormat, Sehubungan dengan Program Kerja HIMASEATRANS Periode 2023 / 2024 yaitu kegiatan Seatrans Around the World (SEAWORLD) yan kan pada : ggal : Jumat / 3 November 2023 * 14.00 - 15.50 WIB * Ruang SEA-102 - 103 Maka dengan ini kami bermaksud meminjam 4 buah Microphone serta Sound System demi mendukung keberlangsungan kegiatan. A ing untuk perinjaman perlengkapan dapat menghubungi Nama Mahasiswa/i (081234567XXX).	g akan dapun	
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6. Pilih menu **Insert** dan Klik **Attach File** untuk upload file surat kegiatan beserta **Rundown Kegiatan (*pdf)**

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7. Klik Invite Attendees

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8. Kirim form peminjaman ke **rachmad.hidayat@its.ac.id** dan Klik **Send.**

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Kepada <u>Yth:</u> Kepala Departemen Teknik Transportasi Laut FTK-ITS DrIng, ir. Setyo Nugroho di tempat		
Dengan hormat, Sehubungan dengan Program Kerja HIMASEATRANS Periode 2023 / 2024 ya	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 <u>Microphone</u> serta <u>Sour</u> (081234567XXX).	yund System demi mendukung keberlangsungan kegiatan. Adapun <u>narahubung</u> untuk peminjaman perlengkapan dapat menghubungi Nama M	ahasiswa/i

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

