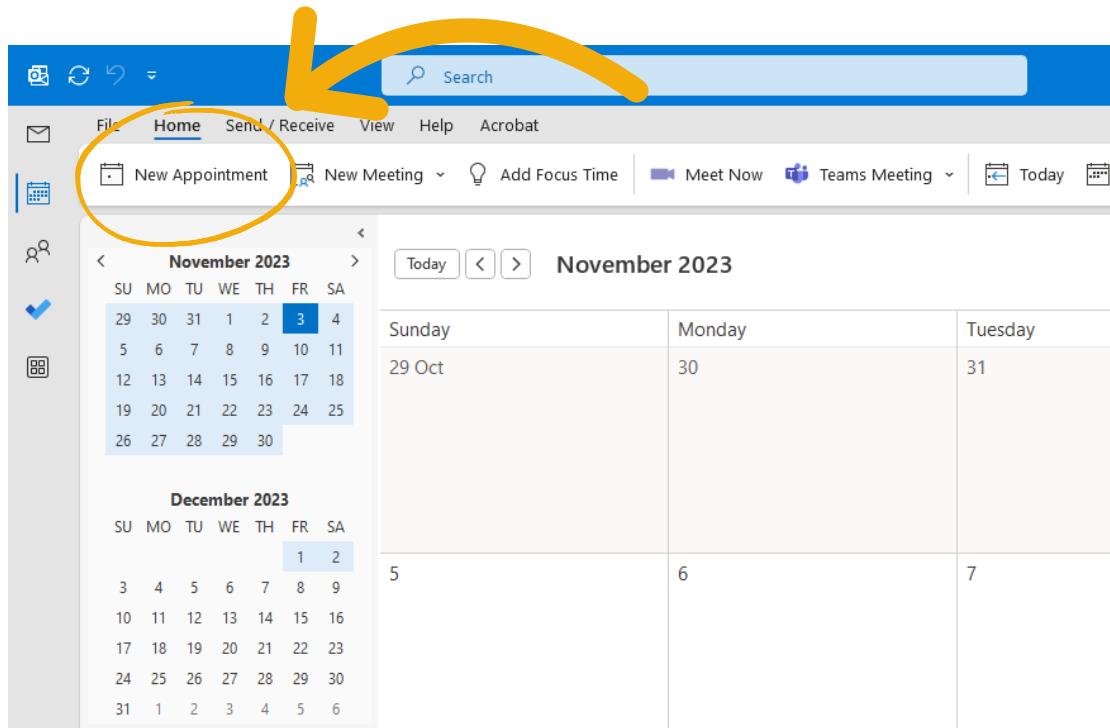
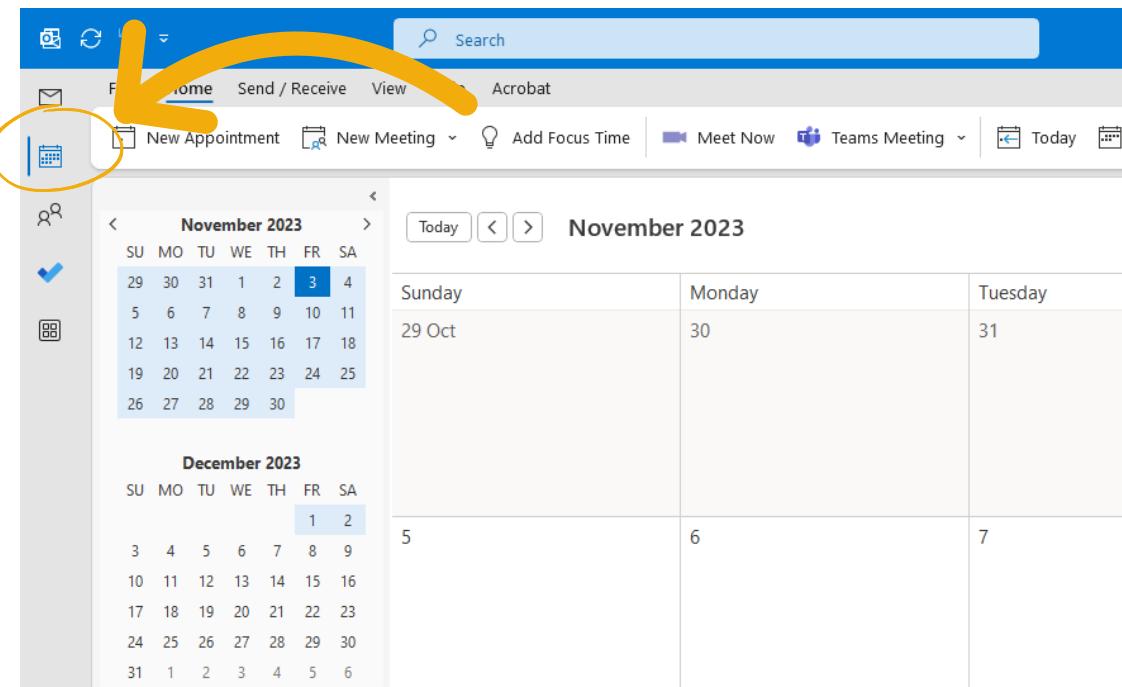


Panduan Peminjaman Ruangan Melalui Kalender Outlook

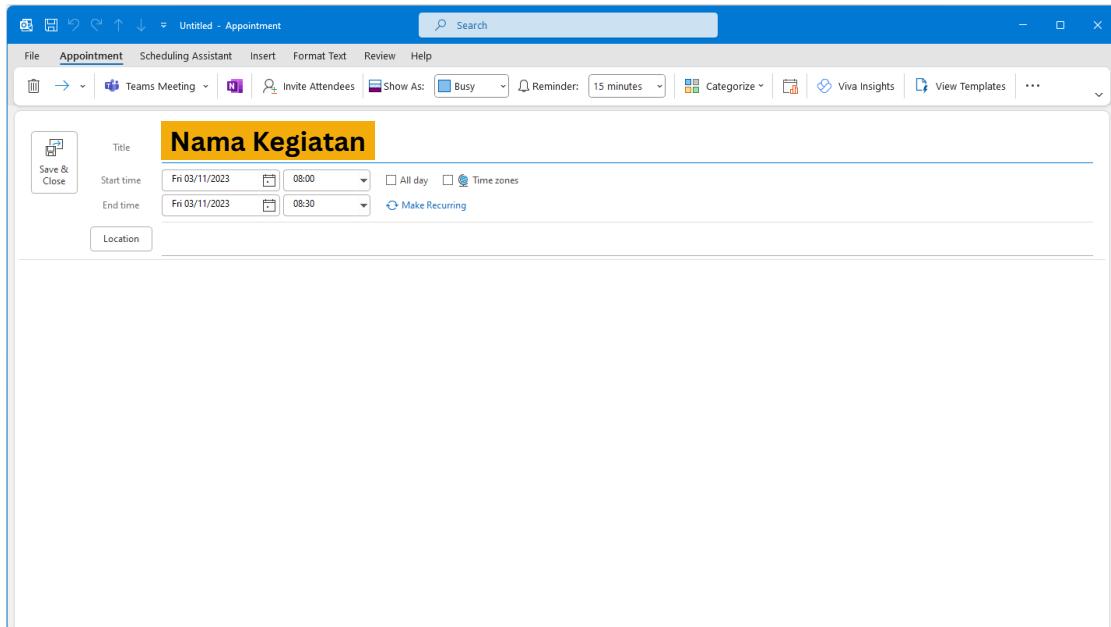
1. Buka Microsoft Outlook



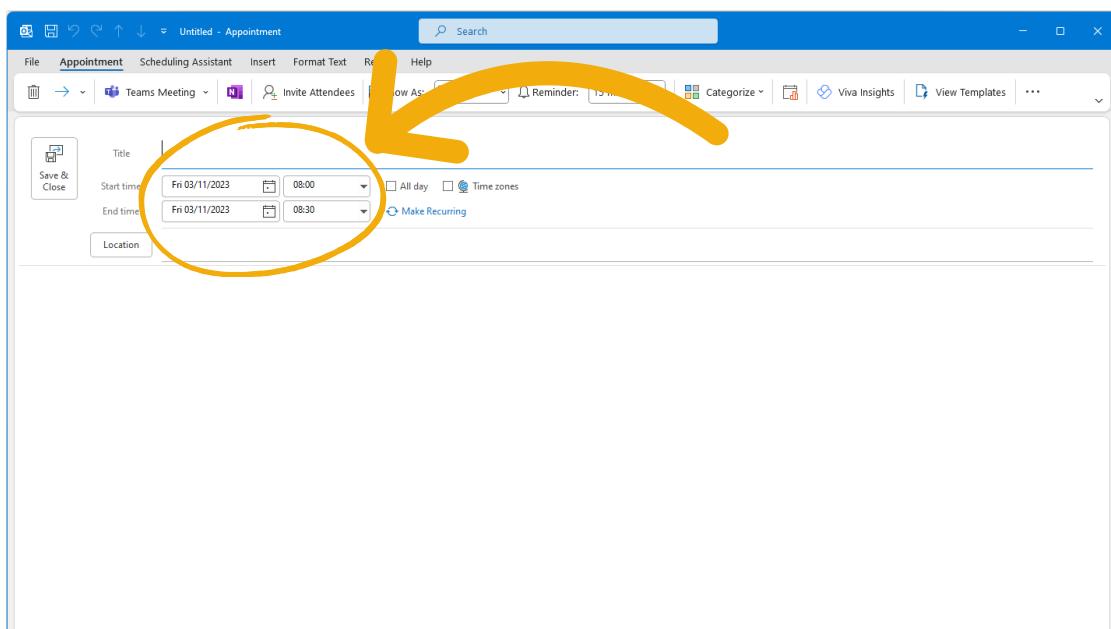
2. Pilih Icon Kalender dan Klik New Appointment



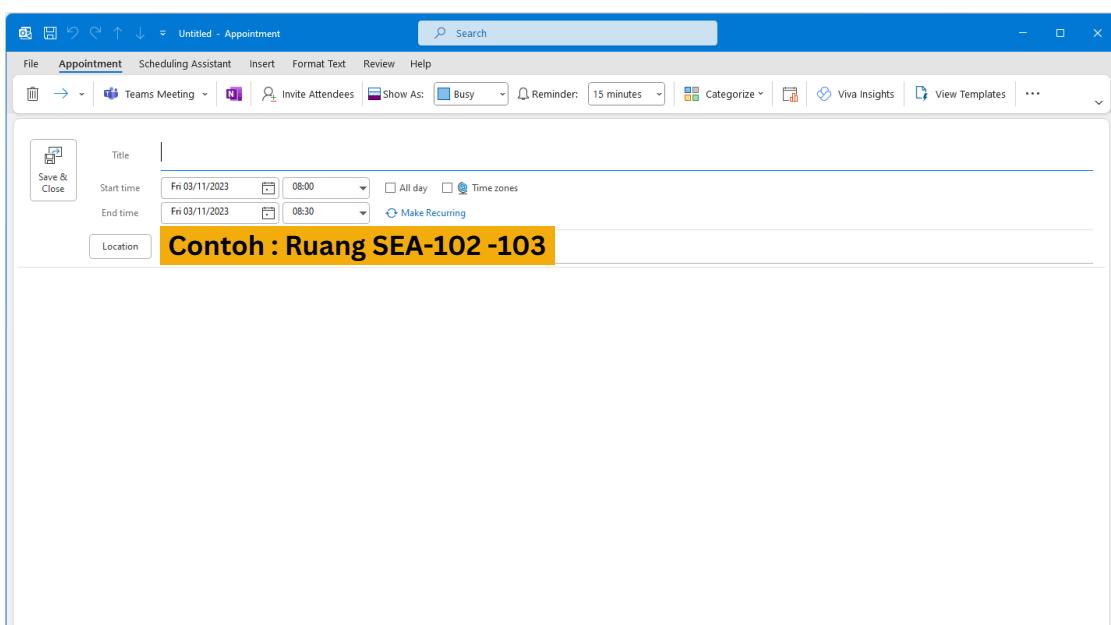
3. Masukkan Nama Kegiatan pada **Title**



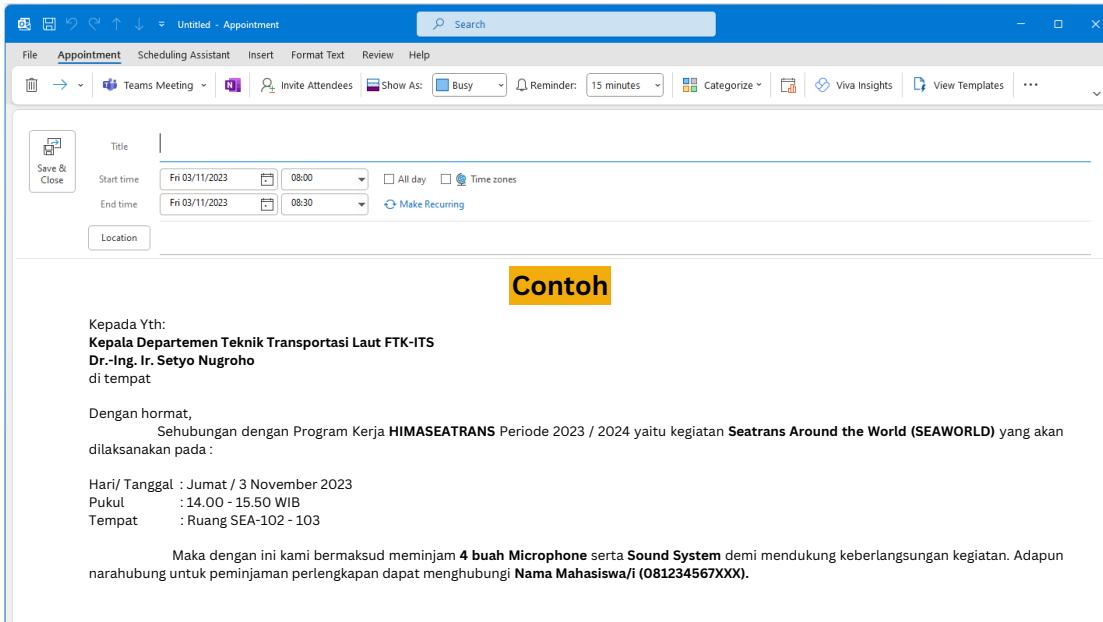
3. Masukkan **Waktu Mulai** dan **Akhir** Tanggal Kegiatan



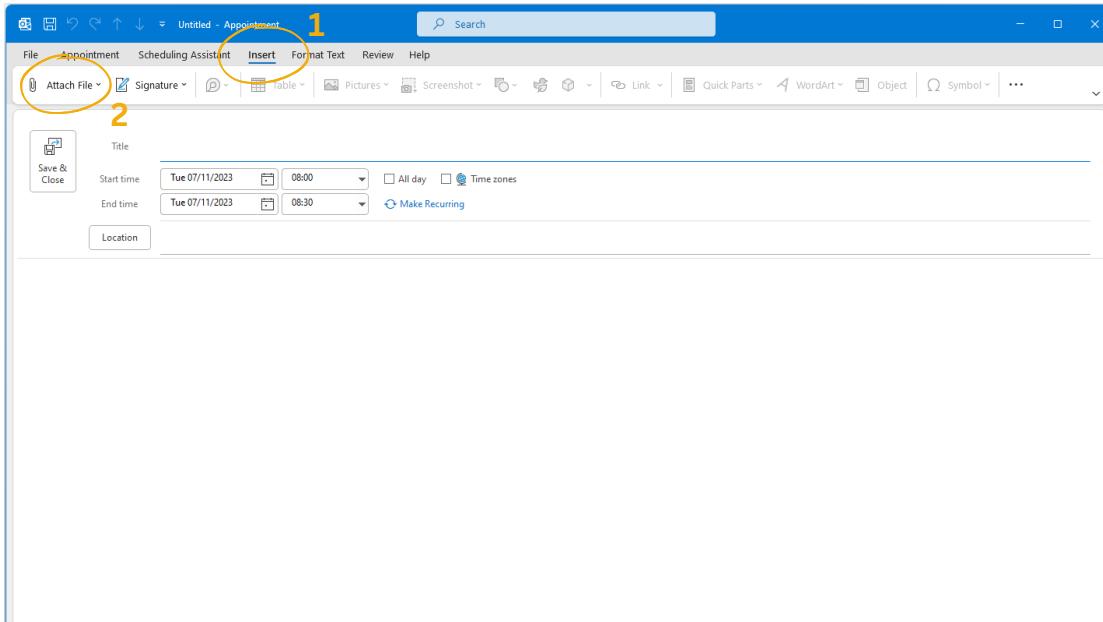
4. Masukkan **Lokasi Ruangan** Kegiatan



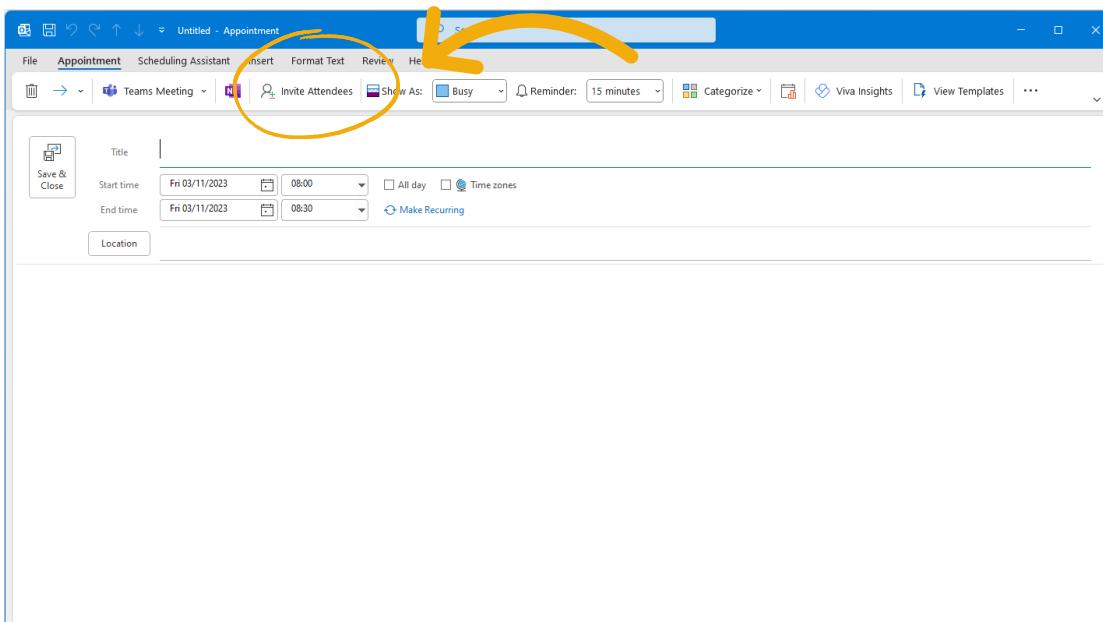
5. Isikan Detail Kegiatan disini



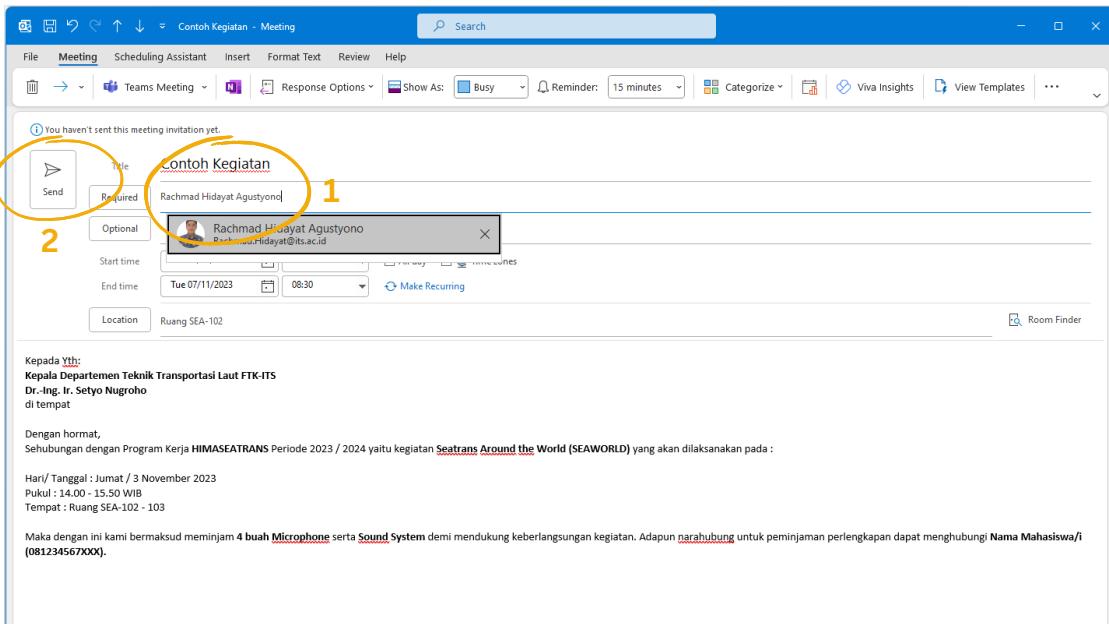
6. Pilih menu Insert dan Klik Attach File untuk upload file surat kegiatan beserta Rundown Kegiatan (*pdf)



7. Klik Invite Attendees



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



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