



Arkas Gorsel Arsiv 2005

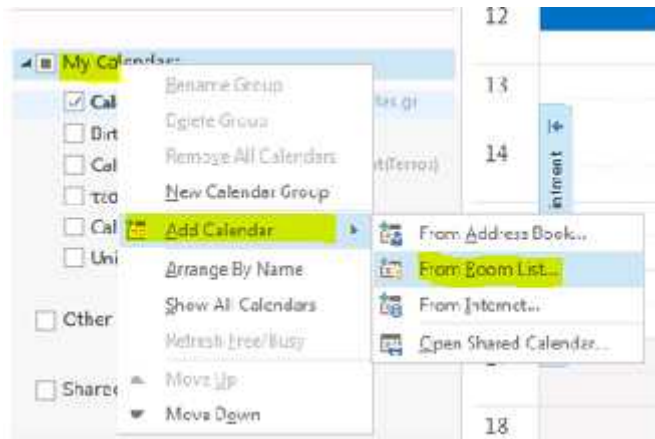
Set appointment on Outlook Calendar (Room List)

Πως προσθέτουμε τα meeting rooms στο Calendar του Outlook

1. Επιλέγω το εικονίδιο του Calendar στο Outlook κάτω αριστερά



2. Στην αριστερή (κάθετη) στήλη του Calendar θα βρείτε μια ενότητα που λέγεται My Calendars. Πατάμε δεξί κλικ και επιλέγουμε τα παρακάτω, όπως βλέπουμε και στην εικόνα



3. Θα εμφανιστεί το παρακάτω παράθυρο:

Select Name: All Rooms

Search: Address:

All Rooms - Microsoft Dynamics CRM 2011 - Microsoft Dynamics CRM 2011

Name	Location	Phone	Category	Description	Postal Address
4 kail Toplantı				Room	4.kailtoplantil@arkas.com
5A Toplantı Odası				Room	5a.toplantiodasi@arkas.com
5B Toplantı Odası				Room	5b.toplantiodasi@arkas.com
5C Toplantı Odası				Room	5c.toplantiodasi@arkas.com
5E Toplantı Odası				Room	5e.toplantiodasi@arkas.com
5F Toplantı Odası				Room	5f.toplantiodasi@arkas.com
5G Toplantı Odası				Room	5g.toplantiodasi@arkas.com
5H Toplantı Odası				Room	5h.toplantiodasi@arkas.com
5I Toplantı Odası				Room	5i.toplantiodasi@arkas.com
5J Toplantı Odası				Room	5j.toplantiodasi@arkas.com
5K Toplantı Odası				Room	5k.toplantiodasi@arkas.com
5L Toplantı Odası				Room	5l.toplantiodasi@arkas.com
5M Toplantı Odası				Room	5m.toplantiodasi@arkas.com
5N Toplantı Odası				Room	5n.toplantiodasi@arkas.com
5O Toplantı Odası				Room	5o.toplantiodasi@arkas.com
5P Toplantı Odası				Room	5p.toplantiodasi@arkas.com
5Q Toplantı Odası				Room	5q.toplantiodasi@arkas.com
5R Toplantı Odası				Room	5r.toplantiodasi@arkas.com
5S Toplantı Odası				Room	5s.toplantiodasi@arkas.com
5T Toplantı Odası				Room	5t.toplantiodasi@arkas.com
5U Toplantı Odası				Room	5u.toplantiodasi@arkas.com
5V Toplantı Odası				Room	5v.toplantiodasi@arkas.com
5W Toplantı Odası				Room	5w.toplantiodasi@arkas.com
5X Toplantı Odası				Room	5x.toplantiodasi@arkas.com
5Y Toplantı Odası				Room	5y.toplantiodasi@arkas.com
5Z Toplantı Odası				Room	5z.toplantiodasi@arkas.com
5AA Toplantı Odası				Room	5aa.toplantiodasi@arkas.com
5AB Toplantı Odası				Room	5ab.toplantiodasi@arkas.com
5AC Toplantı Odası				Room	5ac.toplantiodasi@arkas.com
5AD Toplantı Odası				Room	5ad.toplantiodasi@arkas.com
5AE Toplantı Odası				Room	5ae.toplantiodasi@arkas.com
5AF Toplantı Odası				Room	5af.toplantiodasi@arkas.com
5AG Toplantı Odası				Room	5ag.toplantiodasi@arkas.com
5AH Toplantı Odası				Room	5ah.toplantiodasi@arkas.com
5AI Toplantı Odası				Room	5ai.toplantiodasi@arkas.com
5AJ Toplantı Odası				Room	5aj.toplantiodasi@arkas.com
5AK Toplantı Odası				Room	5ak.toplantiodasi@arkas.com
5AL Toplantı Odası				Room	5al.toplantiodasi@arkas.com
5AM Toplantı Odası				Room	5am.toplantiodasi@arkas.com
5AN Toplantı Odası				Room	5an.toplantiodasi@arkas.com
5AO Toplantı Odası				Room	5ao.toplantiodasi@arkas.com
5AP Toplantı Odası				Room	5ap.toplantiodasi@arkas.com
5AQ Toplantı Odası				Room	5aq.toplantiodasi@arkas.com
5AR Toplantı Odası				Room	5ar.toplantiodasi@arkas.com
5AS Toplantı Odası				Room	5as.toplantiodasi@arkas.com
5AT Toplantı Odası				Room	5at.toplantiodasi@arkas.com
5AU Toplantı Odası				Room	5au.toplantiodasi@arkas.com
5AV Toplantı Odası				Room	5av.toplantiodasi@arkas.com
5AW Toplantı Odası				Room	5aw.toplantiodasi@arkas.com
5AX Toplantı Odası				Room	5ax.toplantiodasi@arkas.com
5AY Toplantı Odası				Room	5ay.toplantiodasi@arkas.com
5AZ Toplantı Odası				Room	5az.toplantiodasi@arkas.com
5BA Toplantı Odası				Room	5ba.toplantiodasi@arkas.com
5BB Toplantı Odası				Room	5bb.toplantiodasi@arkas.com
5BC Toplantı Odası				Room	5bc.toplantiodasi@arkas.com
5BD Toplantı Odası				Room	5bd.toplantiodasi@arkas.com
5BE Toplantı Odası				Room	5be.toplantiodasi@arkas.com
5BF Toplantı Odası				Room	5bf.toplantiodasi@arkas.com
5BG Toplantı Odası				Room	5bg.toplantiodasi@arkas.com
5BH Toplantı Odası				Room	5bh.toplantiodasi@arkas.com
5BI Toplantı Odası				Room	5bi.toplantiodasi@arkas.com
5BJ Toplantı Odası				Room	5bj.toplantiodasi@arkas.com
5BK Toplantı Odası				Room	5bk.toplantiodasi@arkas.com
5BL Toplantı Odası				Room	5bl.toplantiodasi@arkas.com
5BM Toplantı Odası				Room	5bm.toplantiodasi@arkas.com
5BN Toplantı Odası				Room	5bn.toplantiodasi@arkas.com
5BO Toplantı Odası				Room	5bo.toplantiodasi@arkas.com
5BP Toplantı Odası				Room	5bp.toplantiodasi

Στην αναζήτηση πληκτρολογούμε τη λέξη **Pir** και θα εμφανιστούν meeting room και τα προσθέτουμε:

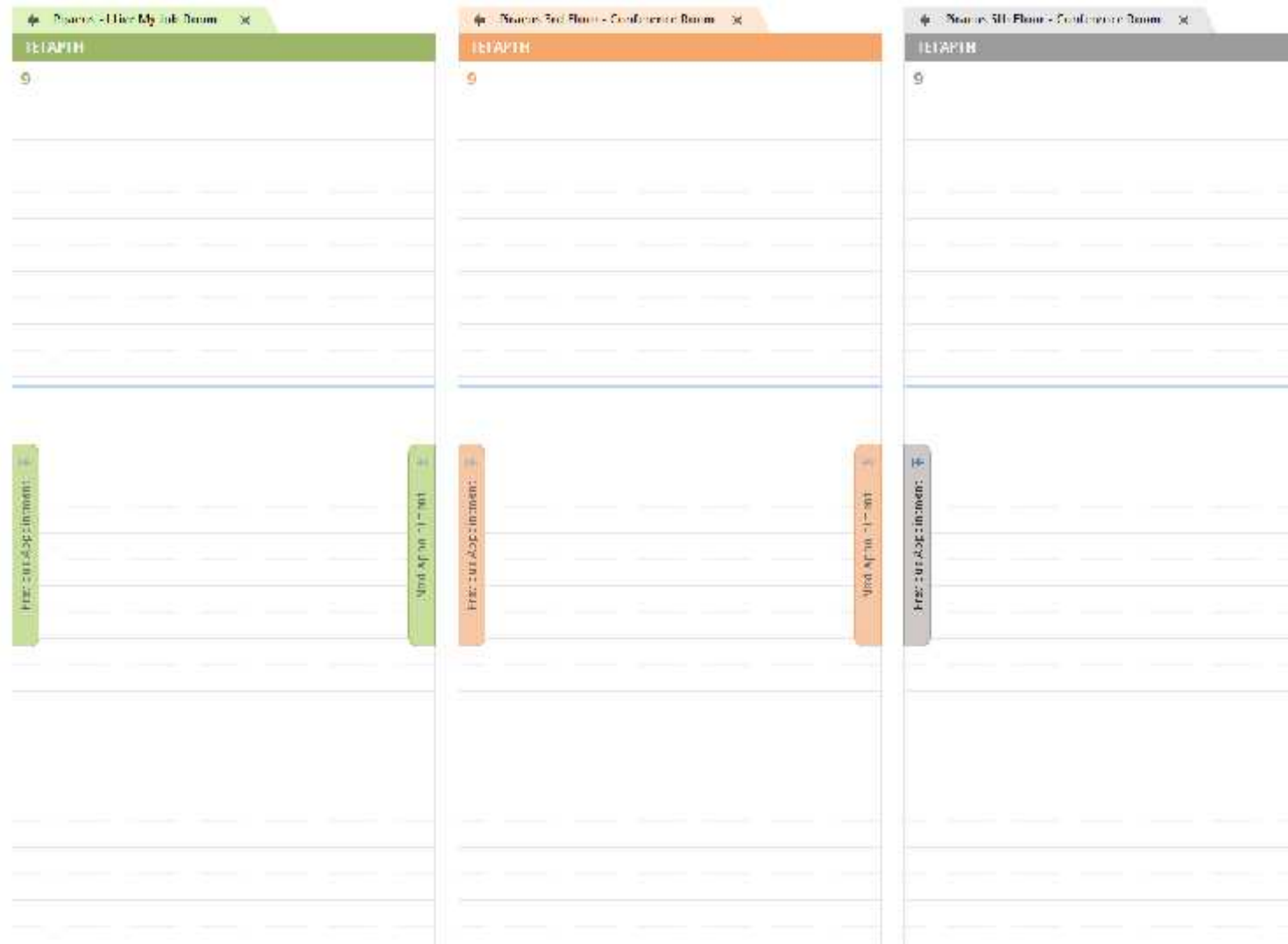
Select Name: All Rooms

Search: ☒ Name only ☐ More columns Address Book

All Rooms - nikos.lentzakis@arkas-hellas.g [Advanced Find](#)

Name	Location	Business Phone	Capacity	Description	E-mail Address
Piraeus - I Love My Job Room				Room	piraeus.jobroom@arkas.onmicrosoft.com
Piraeus 3rd Floor - Conference Room				Room	piraeus.3rdfloor@arkas.onmicrosoft.com
Piraeus 5th Floor - Conference Room				Room	piraeus.5thfloor@arkas.onmicrosoft.com

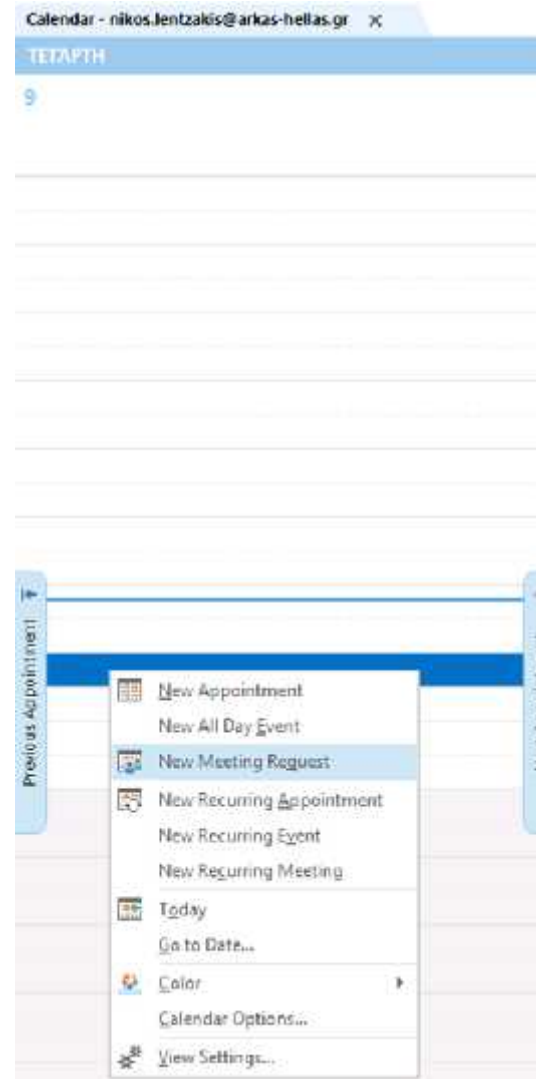
Μορφή του Calendar με τα meeting room



Δημιουργία νέου appointment στα meeting rooms

Στο Calendar σας επιλέγετε την ώρα.
Κάθε γραμμή στη κάθετη στήλη αντιστοιχεί
σε μία ώρα.

Για να δημιουργήσετε ένα νέο appointment
κάνετε δεξί κλικ πάνω στη γραμμή:



Δημιουργία νέου appointment στα meeting rooms

Θα ανοίξει ένα νέο παράθυρο για να ορίσετε τις λεπτομέρειες του meeting. Μπορείτε να προσθέσετε τους συμμετέχοντες, και να τους αποσταλεί η πρόσκληση του meeting μέσω e-mail, το θέμα του meeting, την αίθουσα (από το tab Rooms) και τυχόν σχόλια.

 You haven't sent this meeting invitation yet.


Send

From *

nitos.lertzakis@arkas-hellas.gr

To...

Subject

Location

-

Rooms...

Start time

Tue 09/12/2020



14:00

▼

☐ All day event

End time

Tue 09/12/2020



14:30

▼

Μη διαθέσιμο meeting room

Σε περίπτωση που άλλος χρήστης θέλει να κλείσει την ίδια αίθουσα το ίδιο χρονικό διάστημα (πχ θέλει και εκείνος 15:00 με 15:30), θα εμφανίσει ότι αυτό δεν εφικτό γιατί η αίθουσα είναι ήδη κλεισμένη και δεν είναι διαθέσιμη.

Η ειδοποίηση θα εμφανιστεί στο δεξί μέρος του calendar και θα προτείνει άλλες διαθέσιμες ώρες.

Μπορείτε να επιλέξετε άλλη χρονική περίοδο σύμφωνα με τις διαθέσιμες ώρες που προτείνονται από τη λίστα για την ίδια αίθουσα.

The screenshot shows a window titled 'None' with the subtitle 'Piraeus 5th Floor - Conference Room'. Below the title bar is a scrollable list of suggested times. The times are: 14:30 - 15:00 (1 available room), 15:30 - 16:00 (1 available room), 16:00 - 16:30 (1 available room), 16:30 - 17:00 (1 available room), and 15:00 - 15:30 (1 conflict, no rooms). The 15:00 - 15:30 slot is highlighted in yellow and marked with a red 'X' icon. A callout box labeled 'Διαθέσιμες ώρες' points to the 15:30 - 16:00 slot, and another callout box labeled 'Conflict time' points to the 15:00 - 15:30 slot.

Suggested times:	
14:30 - 15:00	1 available room
15:30 - 16:00	1 available room
16:00 - 16:30	1 available room
16:30 - 17:00	1 available room
15:00 - 15:30	1 conflict, no rooms



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