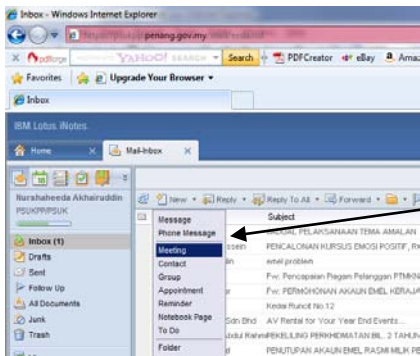


BAB 6 : PENGGUNAAN CALENDARING

PENGGUNAAN CALENDARING

1.



Meeting | Schedule | Repeat

Request Response Mark Private Mark Available Categories: [dropdown]

Subject: [text box] Chair: Nurshaheeda Akhairuddin/PKIN/PSUK

When

Starts: Fri 08/05/2011 Time: 10:00AM Duration: 01h 00m

Ends: Fri 08/05/2011 Time: 11:00AM

Alarm 30 Minute(s) Before

Where

Location: [text box]

Include conference call information in the Location
You have not entered any conference call information into your Calendar Meeting preference.

Room: [text box]

Resource: [text box]

Online Meeting: There is no online meeting

Invites

Invite: [text box]

Optional: [text box]

FYI: [text box]

-Details-

-Attachments-

Schedule a Meeting and Send Invitations

Klik **New** dan select **Meeting** untuk membuat schedule meeting

Paparan seperti disebelah akan dipaparkan.

Masukkan teks dalam ruang **Subject** sebagai tajuk meeting.

When Starts: Masukkan Tarikh mesyuarat.

Time: Masukkan waktu mesyuarat bermula.

Duration: Berapa lama mesyuarat dijangka.

Klik **Invite** untuk membuat invitation

Full | Preferences | Online | Logout | Help

New | Save & Send | Save As Draft | Delivery Options... | Cancel Invitation | Find Room or Resource

Meeting | Schedule | Res...

Request Response Mark Private Mark Available Categories: [v]

Subject: Mesyuarat Pelupusan Chair: Nurshaheeda Akhairuddin/PKN/PSUK

When: Starts: Fri 08/05/2011 10:15AM Duration: 01h 45m Ends: Fri 08/05/2011 12:00PM Alarm: 30 Minutes(s) Before

Where: Location: Bilik Mesyuarat, Tingkat 24

Include conference call information in the Location
You have not entered any conference call information into your Calendar Meeting preference.

Room: Resource: Online Meeting: There is no online meeting

Invites: Invites: Fouziyah Osman/PKN/PSUK, Norazizah Saleh/PKN/PSUK, Mazuina Malek/PTMKN/PSUK, Wan Haslan Wan Abdul Hamid/PKN/PSUK
Optional: Nuriannahar Mohd/PKN/PSUK, Noor Hadzila Zainol/PKN/PSUK
FYI:

Details: Sans Serif 10

Mesyuarat Kali Ke -7

Attachments

*Paparan seperti
disebelah akan
dipaparkan*

Klik **Invite**: menjemput
untuk hadir ke
mesyuarat.

Klik **Optional**:

Klik **Detail**:
memaklumkan
mengenai maklumat
mesyuarat.

Klik **Attachment**:
sekiranya ada
lampiran.

Klik **Save & Send**
untuk menghantar
kepada jemputan.