

10.2 Kalender, Outlook og Teams

Planlæg og indkald til møder, herunder online Teams møder vi Outlook kalenderen. Klik dig ind i den ønskede gruppe.

The screenshot displays the SharePoint interface for Ældre Sagen. At the top, there is a dark blue header with the Ældre Sagen logo and the text 'SharePoint'. A search bar is located in the top right corner with the placeholder text 'Søg på tværs af websteder'. Below the header, the page title is 'Din Oversigt'. The main content area features a heading 'Ældre Sagen e-mail og dokumenter' and a sub-heading 'Velkommen til din oversigt.'. On the right side, there is a red call-to-action box with the text 'Gå til din Ældre Sagen e-mail' and a link 'Klik her for at gå til din e-mail'. Below this, the 'Dine grupper' section is visible, containing several group links: 'Lokalafdelinger' (with 'Horsens Nord' as a sub-link), 'Distrikter' (with 'Distrikt 3 - Midt-Østjylland'), 'Tværgående' (with 'Ældretelefonen'), 'Koordinationsudvalg' (with 'KOU Horsens'), and 'Regionsites' (with 'Region Midtjylland'). A red arrow originates from the top right of the page and points towards the 'Horsens Nord' link.

Klik dig videre ind i Outlook kalender via genvejsknappen.

The screenshot shows a SharePoint site for 'Ældre Sagen Formanden - Horsens Nord'. The main content area displays a 'Dokumenter' (Documents) library with a table of files. A red callout box on the right side of the page contains the text 'Gå til din Ældre Sagen e-mail' and 'Klik for at gå til din e-mail'. A red arrow points from the top of the page down to this callout box.

| Navn | Ændret | Ændret af |
|-------------------------|------------------|-----------------------------|
| Bustur budget.xlsx | For 3 dage siden | Demo Bruger 01 |
| Document1.docx | 22. juni | Elizabeth Juul Würtz - Felk |
| Formandens beret... | 22. juni | Elizabeth Juul Würtz - Felk |
| Horsens Nord org ... | 22. juni | Elizabeth Juul Würtz - Felk |
| Mappe.xlsx | For 3 dage siden | Demo Bruger 01 |
| Medlemmer.xlsx | 21. juni | Elizabeth Juul Würtz - Felk |
| Plan for aktiviteter... | 21. juni | Elizabeth Juul Würtz - Felk |
| Præsentation af Ho... | 22. juni | Elizabeth Juul Würtz - Felk |

I Outlook klik på Kalender ikonet.

The screenshot shows the Outlook web interface. The browser tabs include 'Lokaldafd. Horsens Nord - Startsi' and 'Mail - Demo Bruger 01 - Outlook'. The address bar shows 'outlook.office365.com/mail/'. The page header includes the 'Ældre@Sagen Outlook' logo and a search bar. The main navigation bar features a 'Ny meddelelse' button and 'Markér alle som læst' and 'Fortryd' options. The left sidebar contains a navigation menu with icons for Mail, Calendar, and People. The Calendar icon is highlighted with a red arrow. Below the navigation menu, there are sections for 'Favoritter' (Inbox with 2 items, Sent Items, Drafts with 1 item, and 'Tilføj fra foretrukne'), 'Mapper', and 'Grupper' (Distrikt 3 Midt-Østjylland with 1 item, MockUp-D3-Formanden with 1 item, KOU Horsens, Formanden - Horsens Nord, and Motion - Horsens Nord). The main content area shows a list of messages under the 'Fokuseret' tab. The first two messages are from Microsoft Outlook with subject lines 'Your recipients couldn't be ...' and 'Something went wrong while we were ...', dated 'Fre 10:21' and 'Fre 10:17'. The third message is from Per Jacobi with subject '> test' and body 'Der er ikke noget tilgængeligt eksempel.', dated '23-06-2022'.

Her har du overblikket over kalenderaftaler. Planlægning og invitation til ny aftale foregår ved at klikke på knappen Ny begivenhed.

The screenshot displays the Outlook calendar interface within the Ældre Sagen system. The top navigation bar includes the Ældre Sagen logo, the Outlook title, a search bar with the text 'Søg', and icons for Teams calls and other functions. The main interface shows a calendar for June 2022. A red arrow points to the 'Ny begivenhed' button in the top left corner. The calendar grid shows dates from May 30 to June 3. A blue event box is visible on June 15 at 18:00 with the subject '(Intet emne)'. The left sidebar contains navigation icons and a list of calendars, including 'Calendar' and 'United States holid...'. The top bar includes the Ældre Sagen logo, the Outlook title, a search bar, and icons for Teams calls and other functions.

Navngiv begivenheden (1). Klik på deltager knappen for at indsætte deltagere fra Kontakterne (2), eller indskriv deltagernes mailadresser hvis de ikke er oprettet som kontakter. Deltagerne bliver som standard adviseret 15 minutter før mødestart, men denne advisering kan ændres eller slås fra (3). Marker om mødet afholdes som et online møde via Teams (4). Når alt er udfyldt klikkes Send (5).

The screenshot shows the Outlook meeting creation interface. At the top, there are navigation tabs: Planlægningsassistent, Svarindstillinger, Optaget, and Kategoriser. Below these, a blue 'Send' button is highlighted with a red arrow and a box labeled '5'. To its right is a 'Calendar' dropdown menu. The main title of the meeting is 'Bestyrelsesmøde', with a red arrow and box labeled '1' pointing to it. Below the title, there is a 'Participants' section with a red arrow and box labeled '2' pointing to the 'Per Jacobi' contact. The 'Proposed times' section shows three time slots: 'Tor 23-06 12:00 - 14:00', 'Tor 23-06 14:00 - 16:00', and 'Fre 24-06 08:00 - 10:00', all marked as 'Tilgængelig: Alle'. Below the time slots, there are settings for date, time, and duration. A red arrow and box labeled '3' points to the '15 minutter før' dropdown menu. To the right, there is a 'Teams-møde' toggle switch, which is turned on, with a red arrow and box labeled '4' pointing to it. At the bottom, there is a rich text editor with various formatting options.

Mødet er lagt i kalenderen. Klik på Mødet (1). Der åbnes nu en dialogboks med mulighed for at åbne Teams hvis det afholdes online (2). Mødet kan ændres ved at klikke på Rediger knappen (3).

The screenshot shows the Outlook calendar interface for 'Ældre Sagen'. The calendar view is set to June 2022. A meeting titled 'Bestyrelsesmøde' is scheduled for Thursday, June 23, 2022, from 12:00 to 14:00. A dialog box is open for this meeting, showing the title 'Bestyrelsesmøde', the time 'Tor 23-06-2022 12:00 - 14:00', and a 'Deltag' button. Below the dialog box, the 'Rediger' button is visible. Three callouts are present: (1) points to the meeting in the calendar, (2) points to the 'Deltag' button in the dialog box, and (3) points to the 'Rediger' button at the bottom of the dialog box.