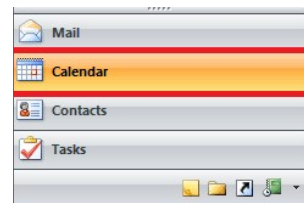


Canllaw i Llogi Ystafell Gyfarfod gan Ddefnyddio'r Calendr MS Outlook

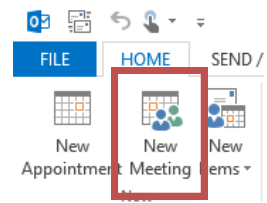
Mae'r canllaw hwn yn rhoi gwybodaeth am logi ystafell gyfarfod gan ddefnyddio'r calendr yn MS Outlook 2010. Dyluniwyd y canllaw hwn i'w ddefnyddio gyda'r app ben-desg Outlook yn hytrach na'r fersiwn ar y wê.

Dull 1: Sut i logi ystafell pan yn creu cyfarfod newydd

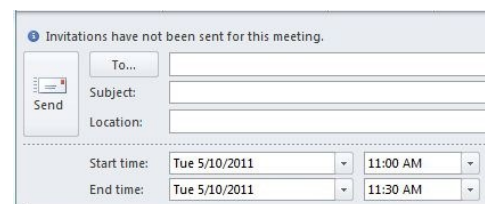
1. O'ch mewnflwch Outlook, cliciwch 'calendar' (wedi ei leoli ar y dewislen yn y gornel gwaelod ar ochr dde y ffenestr Outlook).



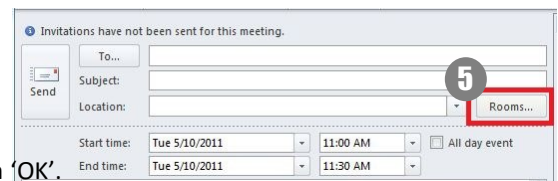
2. Yn y tab gartref, cliciwch 'Cyfarfod Newydd'.



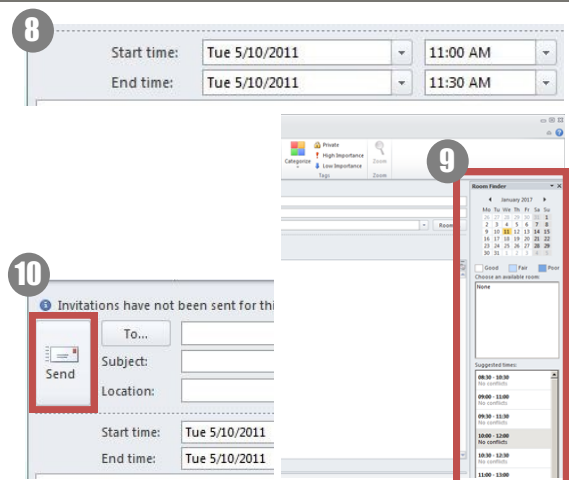
3. Os ydych yn gwahodd eraill, rhwng eu henwau yn y maes 'I' ('To').
4. Llenwch y maes 'pwnc' ('subject').



5. Ar ochr dde y maes 'lleoliad', cliciwch 'Ystafelloedd'.
6. Dylech weld rhestr o'r holl ystafelloedd gyfarfod ar draws swyddfeydd rhanbarthol y sefydliad.
7. Cliciwch ddwywaith ar yr ystafell y hoffech chi logi a cliciwch 'OK'.



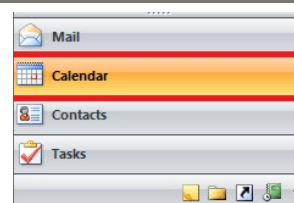
8. Dewiswch dyddiadau ac amseroedd dechrau a gorffen eich digwyddiad.
9. Yn 'room finder' ar ochr dde y ffenestr, medrwyd wirio argaeledd yr ystafell ar gyfer y dyddiadau rydych chi wedi eu dewis. Pan rydych chi wedi dewis eich dyddiad(au), bydd unrhyw gwrthdrawiadau gyda'ch calendr chi neu calendr yr ystafell yn dangos yn 'room finder'.
10. Pan rydych chi wedi mewnbynnu'r holl wybodaeth sydd ei angen, cliciwch 'Send'.



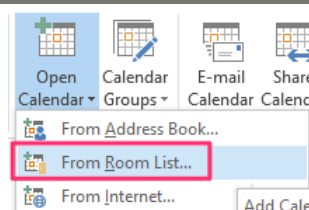
Caiff y cais cyfarfod yma ei anfon at unrhyw mynychwyr rydych chi wedi eu gwahodd, a hefyd at weinyddwr calendr yr ystafell wnaethoch chi ei ddewis. Fe wnawn nhw wedyn derbyn neu gwrthod eich cais llogi.

Dull 2: Sut i logi ystafell yn uniongyrchol heb greu cyfarfod

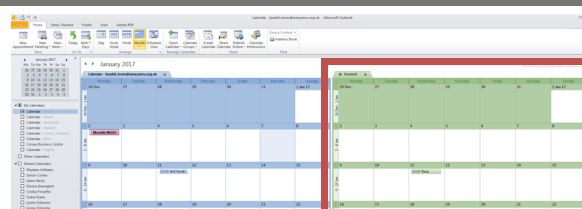
1. O'ch mewnflwch Outlook, cliciwch 'calendar' (wedi ei leoli ar y dewislen yn y gornel gwaelod ar ochr dde y ffenestr Outlook).



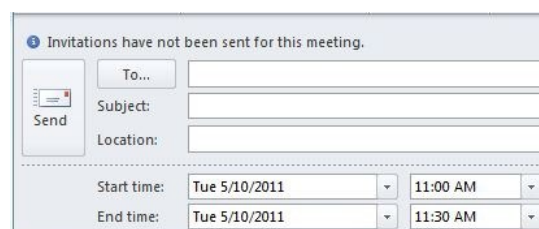
2. Yn y tab gartref, cliciwch 'Agor Calendr'.
3. Cliciwch 'o rhestr ystafelloedd' ('from room list').
4. Cliciwch ddwywaith ar yr ystafell y hoffech chi llogi a cliciwch 'OK'.



5. Mae calendr yr ystafell yma rwan yn ymddangos wrth ymyl eich calendr chi. Gallwch weld argaeledd yr ystafell ar gyfer y mis/ wythnos.
6. I logi'r ystafell, cliciwch ddwywaith ar y dyddiad rydych chi eisiau llogi ar galendr yr ystafell.



7. Wnewch chi sylwi ei fod wedi llenwi'r maesydd 'I' ('To') a 'Lleoliad' ('Location') gyda enw'r ystafell.
8. Dewiswch dyddiadau dechrau a gorffen, ac amseroedd eich dgwyddiad.
9. Dilynwch cam 9 o Dull 1 I wirio am unrhyw gwrthrawiadau dyddiadau/ amseroedd.
10. Pan rydych chi wedi mewnbynnu'r holl wybodaeth sydd ei angen, cliciwch 'Send'.



Caiff y cais cyfarfod yma ei anfon at unrhyw mynychwyr rydych chi wedi eu gwahodd, a hefyd at weinyddwr calendr yr ystafell wnaethoch chi ei ddewis. Fe wnawn nhw wedyn dderbyn neu gwrthod eich cais llogi.

Canslo neu Newid Bwciad Ystafell

1. Dewch o hyd i'ch bwciad/ cyfarfod ar eich calendr neu ar y calendr ystafell.
2. Cliciwch ddwywaith ar y bwciad/ cyfarfod.
3. Yn y tab cyfarfod (yng nghornel chwith uchaf y ffenestr), gallwch glicio 'canslo cyfarfod' i ganslo'r bwciad / cyfarfod yn gyfan gwbl. Bydd y weithred hon yn hysbysu gweinyddwr y calendr ystafell ac unrhyw gwahoddedigion at eich cyfarfod, fod yn cael ei ganslo.
4. I newid eich archeb / cyfarfod, yn hytrach na chlicio 'canslo cyfarfod' gallwch wneud newidiadau i'ch cyfarfod ac yna clicio 'Anfon Diweddariad' ('Send Update'). Bydd hyn yn hysbysu'r gwahoddedigion a gweinyddwr calendr yr ystafell bod newidiadau wedi cael eu gwneud.

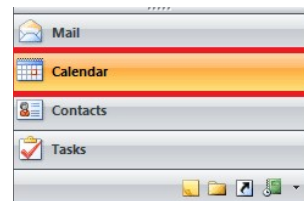
A Guide to Booking a Meeting Room Using the MS Outlook Calendar

This guide provides information on booking meeting rooms using the calendar tool in MS Outlook 2010.

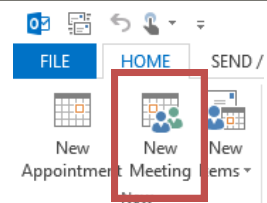
The guide is designed for use with the Outlook desktop app rather than the web based version.

Method 1: How to book a room when creating a new meeting

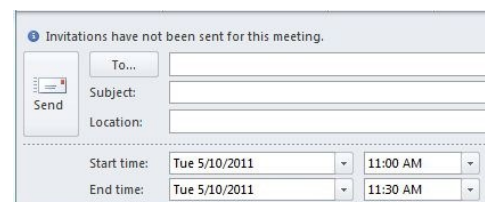
1. From your Outlook inbox, click 'calendar' (located on the menu in the bottom right corner of the Outlook window).



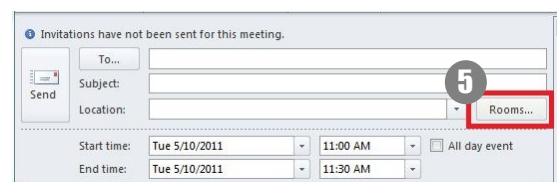
2. In the home tab, click 'New Meeting'.



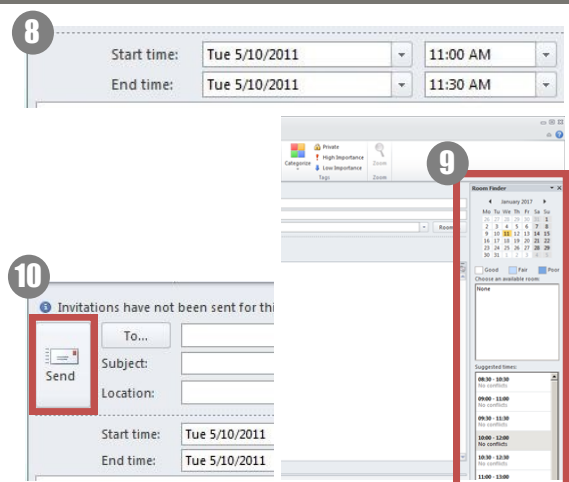
3. If you are inviting others, enter their names in the 'To' field.
4. Fill in the 'subject' field.



5. To the right of the 'location' field, click 'Rooms'
6. You should see a list of all the meeting rooms across the organisation's regional offices.
7. Double click the room you would like to book and click 'OK'.



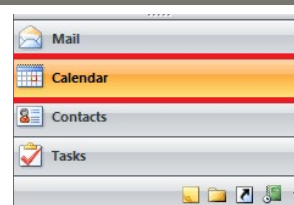
8. Select the start and end dates and times of your event.
9. In the 'room finder' section on the right of the window, you can check the room availability for your selected date. When you have selected your meeting date(s), room finder will show any date/time clashes with both your calendar and the room calendar.
10. When you have entered all the necessary information, click 'Send'.



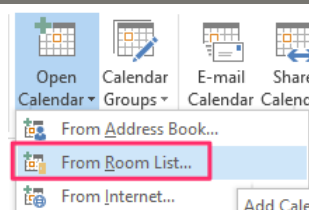
This meeting request will be sent to any invitees you included, as well as to the administrator for the room you selected. They will then approve or decline your booking request. When this is done, you will receive an email.

Method 2: How to book a room directly without creating a meeting

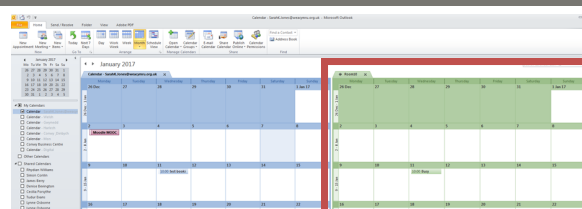
1. From your Outlook inbox, click 'calendar' (located on the menu in the bottom right corner of the Outlook window).



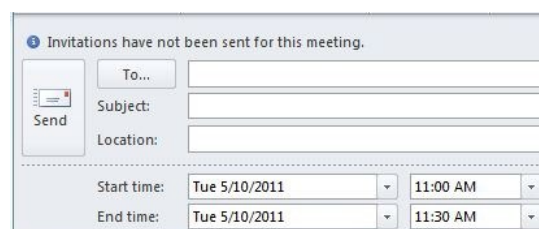
2. In the 'home' tab, click 'Open Calendar'.
3. Click 'from room list'.
4. Double click the room you would like to book and click 'OK'.



5. This room calendar is now shown next to your own calendar. You can see the room availability for the month/week.
6. To add a new booking, double click your selected date on the room calendar.



7. You'll notice it has pre-populated the 'To' and 'Location' fields with the room name.
8. Select the start and end date(s) and times of your booking.
9. Follow step 9 of Method 1 to check for any date/ time conflicts.
10. When you have entered all the necessary information, click 'send'.



This meeting request will be sent to any invitees you included, as well as to the administrator for the room you selected. They will then approve or decline your booking request. When this is done, you will receive an email.

Cancelling or Amending a Room Booking

1. Find your booking/ meeting on your calendar or on the room calendar.
2. Double click the booking/meeting.
3. In the meeting tab (in the top left corner of the window), you can click 'cancel meeting' to cancel the booking/ meeting completely. This action will inform the administrator of the room calendar and any invitees to your meeting, that it is cancelled.
4. To amend your booking/ meeting, instead of clicking 'cancel meeting' you can make changes to your meeting and then click 'Send Update'. This will inform all invitees and the room calendar administrator that changes have been made.