## Upute za rezervaciju predavaone

- Pristupite sharepoint portalu putem poveznice: https://www.microsoft.com/en-us/microsoft-365/sharepoint/collaboration
- Sign in pomoću vašeg AAIEdu.hr identiteta(zaokruženo crveno): npr. <u>elvis.bozac@uniri.hr</u>



 Nakon toga ćete biti prebačeni na vaš Office 365 račun sa kojeg pokrećete aplikaciju SharePoint u izborniku lijevo (zaokružen crveno)

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Pronađite ikonu aplikacije Sharepoint (zaokružena crveno na slici ispod)



4. Ako Vam se ikona SharePointa ne prikazuje u izborniku lijevo – potražite ikonu u izborniku (točkice)

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## 5. Pronađite u ponuđenim kanalima Raspored zauzetosti predavaona

Ukoliko se kanal ne prikazuje, upišite u tražilicu na vrhu prozora:

Raspored zauzetosti predavaona 🦯

6. Odaberite predavaonu (EXCELL dokument)

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## 7. Odaberite datum

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9. Nakon rezervacije tablicu samo zatvorite, promjene nije potrebno spremati.