

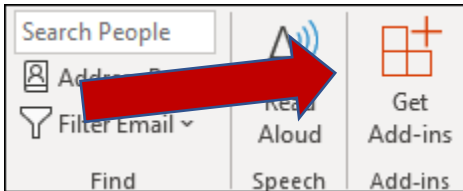
FindTime add-in

Advantages:

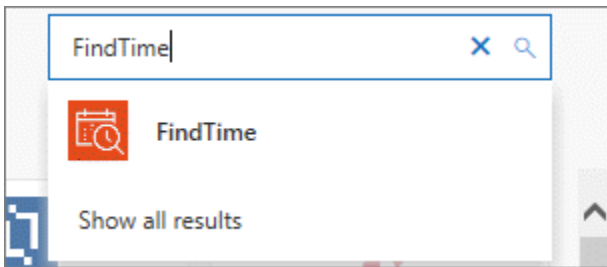
- send multiple options for meeting times
- invite people outside of SD22
- recipients don't need to have the add-in to vote on meeting times
- can schedule a meeting automatically if all invitees agree on the same time/day

How to install FindTime

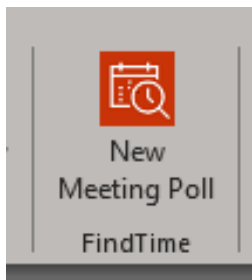
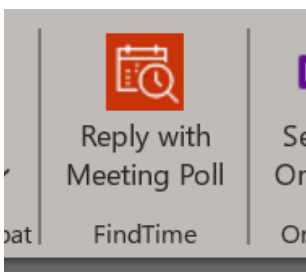
1. Open Outlook.
2. Go to **Home** > **Get Add-ins**.



3. Search for the **FindTime** add-in.

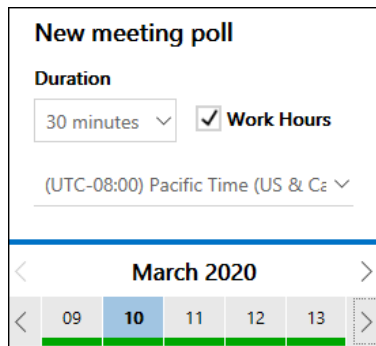


4. Select **Add**.
5. You will now see the **FindTime Reply with Meeting Poll** in the **Home** tab and when you create a New Email, you will see:



Scheduling a meeting with FindTime

1. Create a new email.
2. List people required for the meeting in **To** and optional participants in **Cc**. Entering participants in the Cc will treat them as optional and will not wait for their response before scheduling the meeting.
3. Select **New Meeting Poll**.
4. Select the meeting settings:

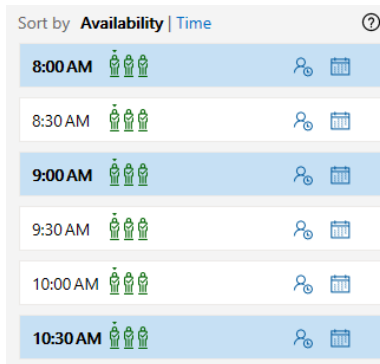


Duration: Select a duration from the list.

Select 8 hours for a full-day meeting.

Select **Custom** in the time dropdown menu to set your own duration.

5. Click on days of the calendar and times you would like people to vote on – they turn blue when chosen.



The people icons show whether meeting participants are required or optional, and their availability *if they use their Outlook calendar as a scheduler*.

Underlined: Required

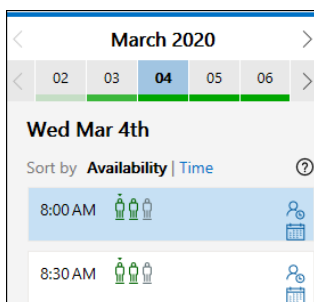
Green: Available

Yellow: May be busy

Red: Busy

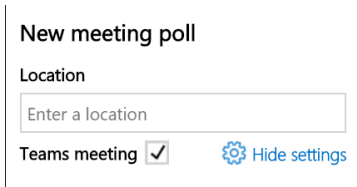
Gray: Unknown

6. Select a few suitable meeting times. (The time box changes to blue when selected.) You can select a maximum of 20 times.



7. Select **Next**.
8. Enter the meeting location.

*Online meetings are enabled by default. When **Online Meeting** is selected, FindTime will schedule a Microsoft Teams meeting within the email.



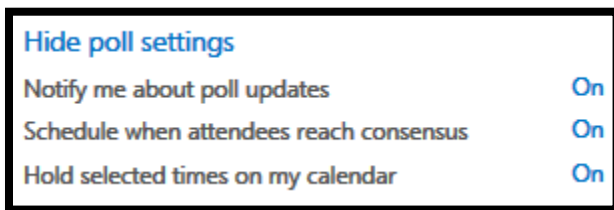
New meeting poll

Location

Enter a location

Teams meeting ☒ [Hide settings](#)

9. Select **Poll settings** and toggle the **ON/OFF** options.



Hide poll settings

Notify me about poll updates	On
Schedule when attendees reach consensus	On
Hold selected times on my calendar	On

- **Notify me about poll updates:** You'll receive an email each time an attendee votes. The message includes the current poll status and an option to schedule.
- **Schedule when attendees reach consensus:** A calendar event is automatically scheduled if all required attendees have voted in favor of a specific time option. If multiple options are available, the earliest option will be scheduled.
- **Hold selected times on my calendar:** A tentative event is placed on your calendar for each time option you propose. All holds are removed when a poll is scheduled or canceled.

Note: You can still delete selected meeting times at this point by selecting **X** in the **Selected times** list.

10. Select **Add to email**.
11. FindTime inserts the suggested meeting times into your email. Select **Edit poll** to change the meeting settings, if necessary.

Note: If you make changes and reinsert the meeting times, you need to manually delete the original invite.

12. Select **Send** to send the meeting invites and start the voting process.
13. You will receive a direct link to the voting page for your meeting.

How to respond to FindTime Polls

1. Open the voting page:
 - **Attendees:** Select **Select options** in the FindTime invite email you received.
 - **Organizers:** Select the direct link to the voting page you received when you sent the invite email or login at <https://findtime.microsoft.com/> and navigate to the relevant voting page.
2. Sign in and select your name or the name of the person you are voting for.
3. Vote for each suggested time by selecting the appropriate availability options:
 - **Prefer:** Your preferred meeting time.
 - **Yes:** You are available.
 - **No:** You are unavailable.

The screenshot shows a 'FindTime poll' interface. At the top, it says 'Vote on your preferred times, Ben'. Below this, it lists two dates: 'Tuesday, March 10, 2020' and 'Friday, March 13, 2020'. For each date, there are two time slots: 8:00 AM and 11:00 AM for Tuesday, and 10:00 AM and 1:00 PM for Friday. Each time slot is marked as 'Tentative'. For each time slot, there are three buttons: 'Prefer' (with a heart icon), 'Yes' (with a checkmark icon), and 'No' (with an X icon). To the right of these buttons, there is a section titled 'How others voted' which shows the status of three people: Abby, Ben, and Bob. For each time slot, there are three columns of status icons: a question mark for Abby, a red X for Ben, and a question mark for Bob. To the right of the status icons, there is a 'Schedule' button and a trash can icon. At the bottom of the interface, there is a '+ Add a choice' link and a 'Submit' button.

Vote on your preferred times, Ben		How others voted		
		Abby	Ben	Bob
Tuesday, March 10, 2020				
8:00 AM Tentative	Prefer <input checked="" type="button" value="Yes"/> No	?	X	?
11:00 AM Tentative	Prefer <input checked="" type="button" value="Yes"/> No	?	✓	?
Friday, March 13, 2020				
10:00 AM Tentative	Prefer <input checked="" type="button" value="Yes"/> No	?	X	?
1:00 PM Tentative	Prefer <input checked="" type="button" value="Yes"/> No	?	✓	?
+ Add a choice				
Submit				

4. You can select **Add a choice** to propose a new time, if necessary.

5. Select **Submit**.

**If you need to make changes to your meeting poll after you have sent the invitation, access it here: <https://outlook.office365.com/findtime/dashboard>

Information for this tech tip has been adapted from: <https://support.microsoft.com/en-us/office/findtime-articles-ec8304aa-e2a2-4cca-ae4c-5d4d0b4b7dc5>