

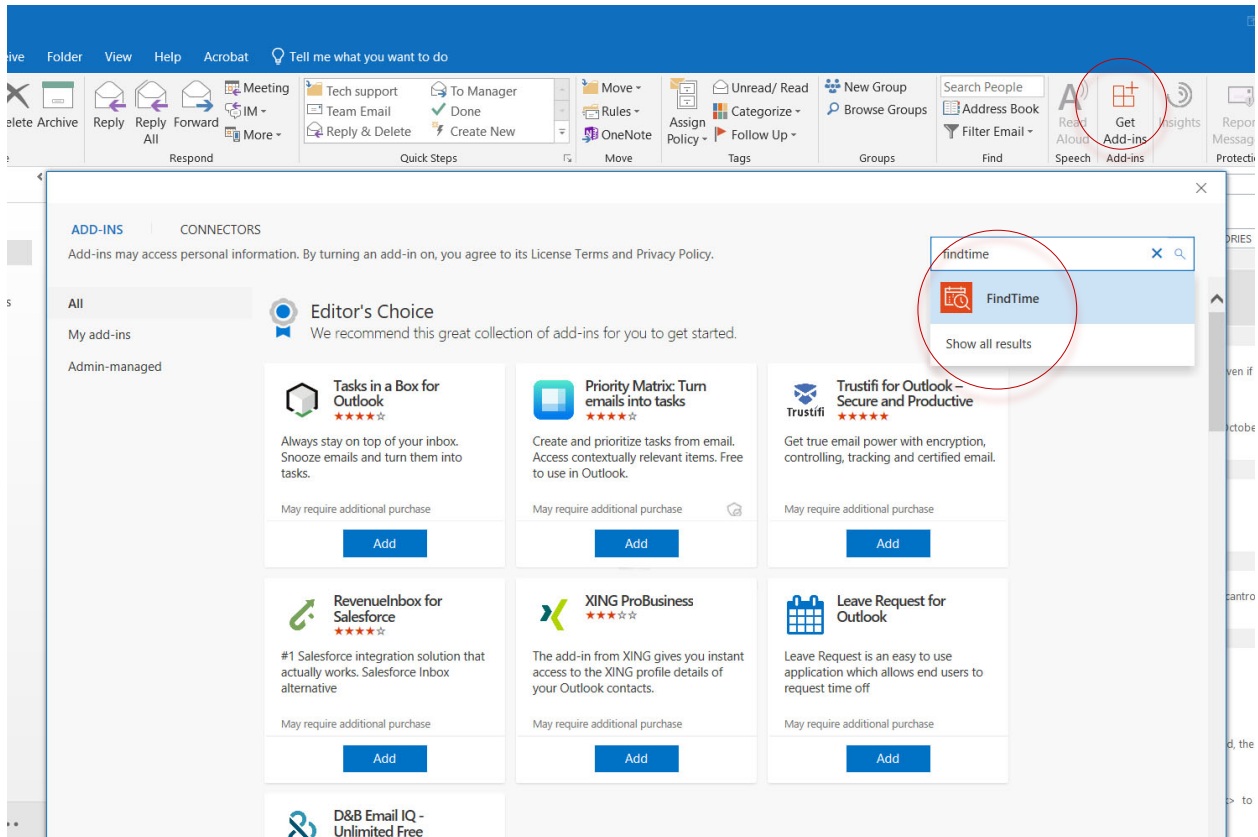


What is FindTime?

[FindTime](#) is an Outlook add-in for scheduling meetings. The organizer can send multiple time options through FindTime and minimize the back and forth emails in scheduling.

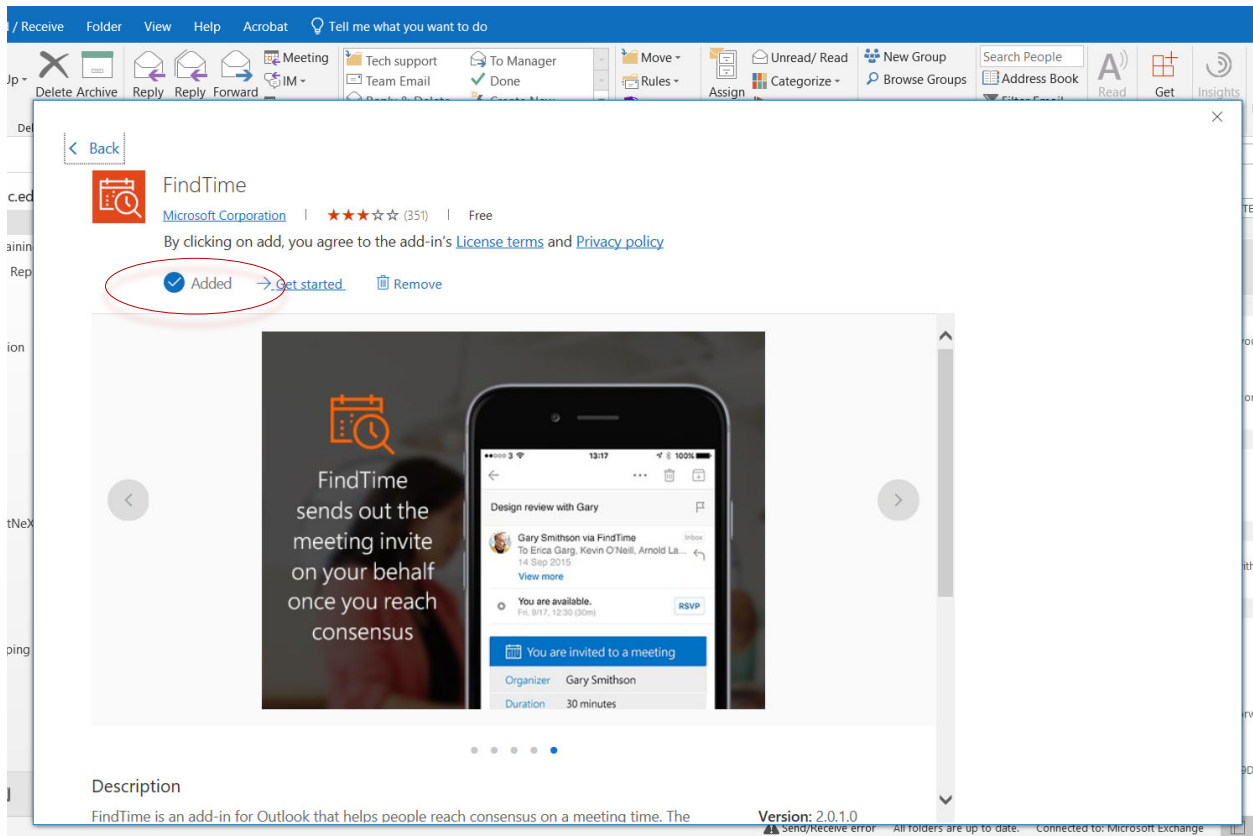
How do I get started?

From Outlook client, click the Get Add-ins button. From the Add-in selection menu, search for FindTime, and click the search result.



You'll now see the FindTime Meeting Poll icon in Outlook.

Click Add or Get started if you need to go through the tutorial!



How do I use it?

You can start a new FindTime Poll direct from your inbox — as a reply to a message, or from your calendar, as an alternative to a meeting request.

Let's start by creating a new meeting appointment by clicking the New Meeting Poll button.

FindTime will ask you to log in the first time you use it. Remember to always use your lastname_firstname@smc.edu when working with anything Office 365!

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Click New Email or New Appointment in the Outlook Calendar

Add some attendees first!

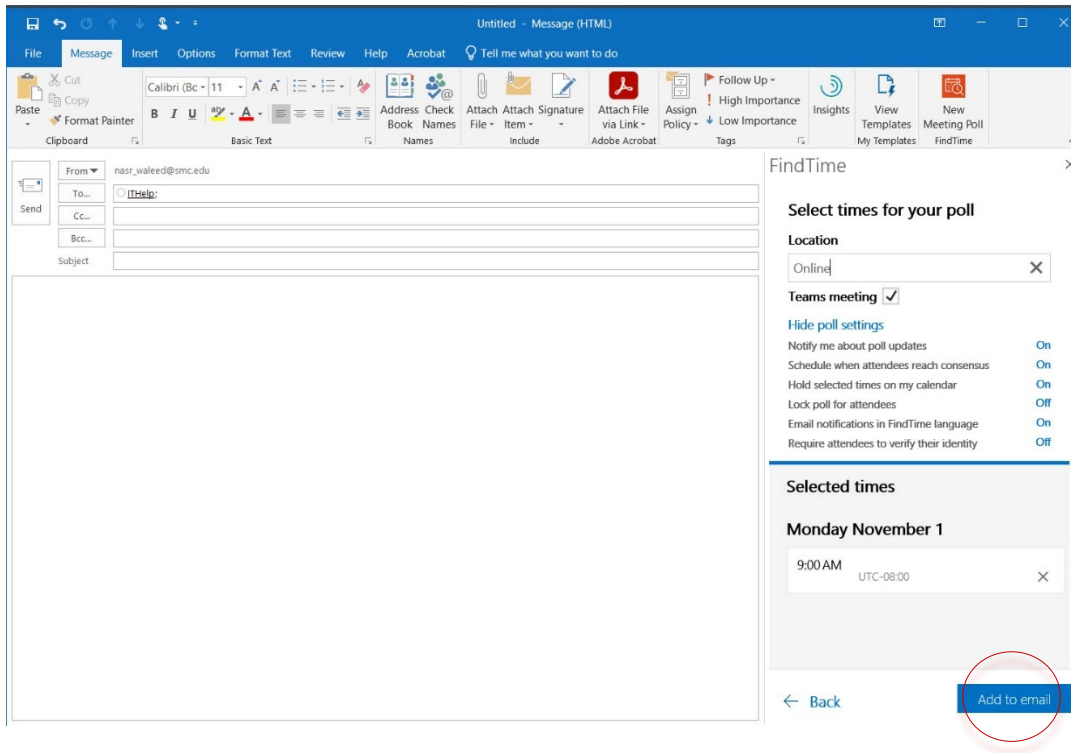
Required attendees on the To line - Optional attendees on the Cc line

Click New Meeting Poll and choose date/time and click Next.

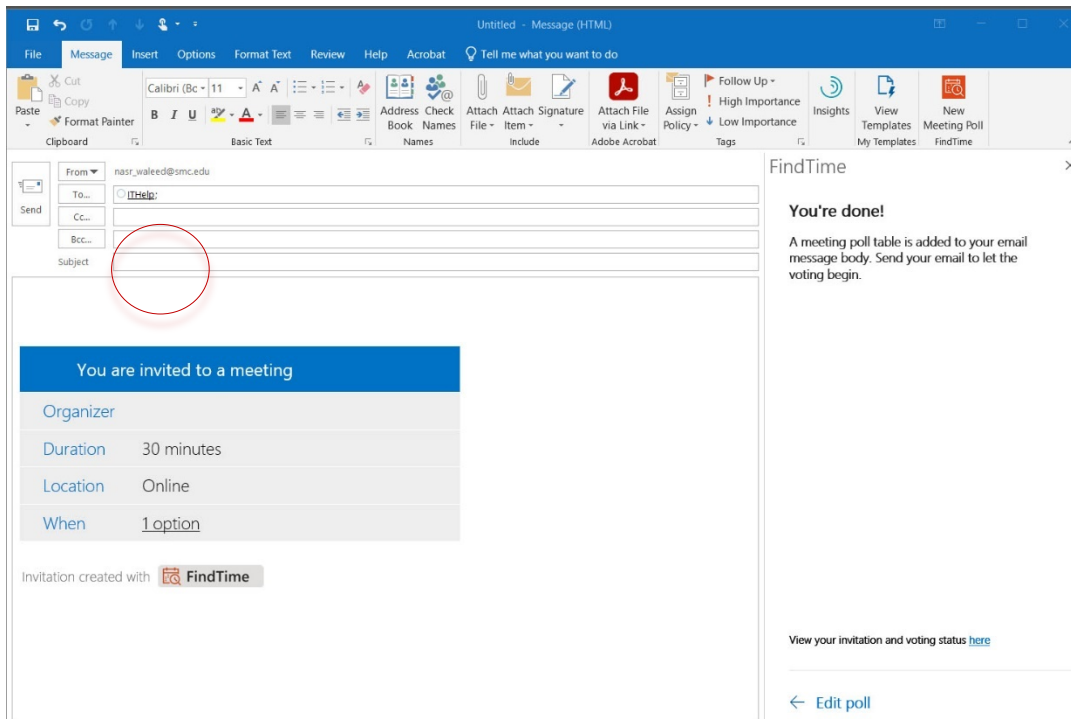
The screenshot displays the Microsoft Outlook interface. The ribbon at the top includes the 'New Meeting Poll' button, which is circled in red. Below the ribbon, the 'FindTime' pane is open, showing options for duration (30 minutes), work hours, and time zone (UTC-08:00 Pacific Time). A calendar view for October 2021 is shown, with the 4th of October highlighted. Below the calendar, the 'Monday October 4' section lists available times: 8:00 AM, 8:30 AM, and 9:00 AM. The 8:30 AM slot is circled in red. A 'Next' button is visible at the bottom right of the pane.

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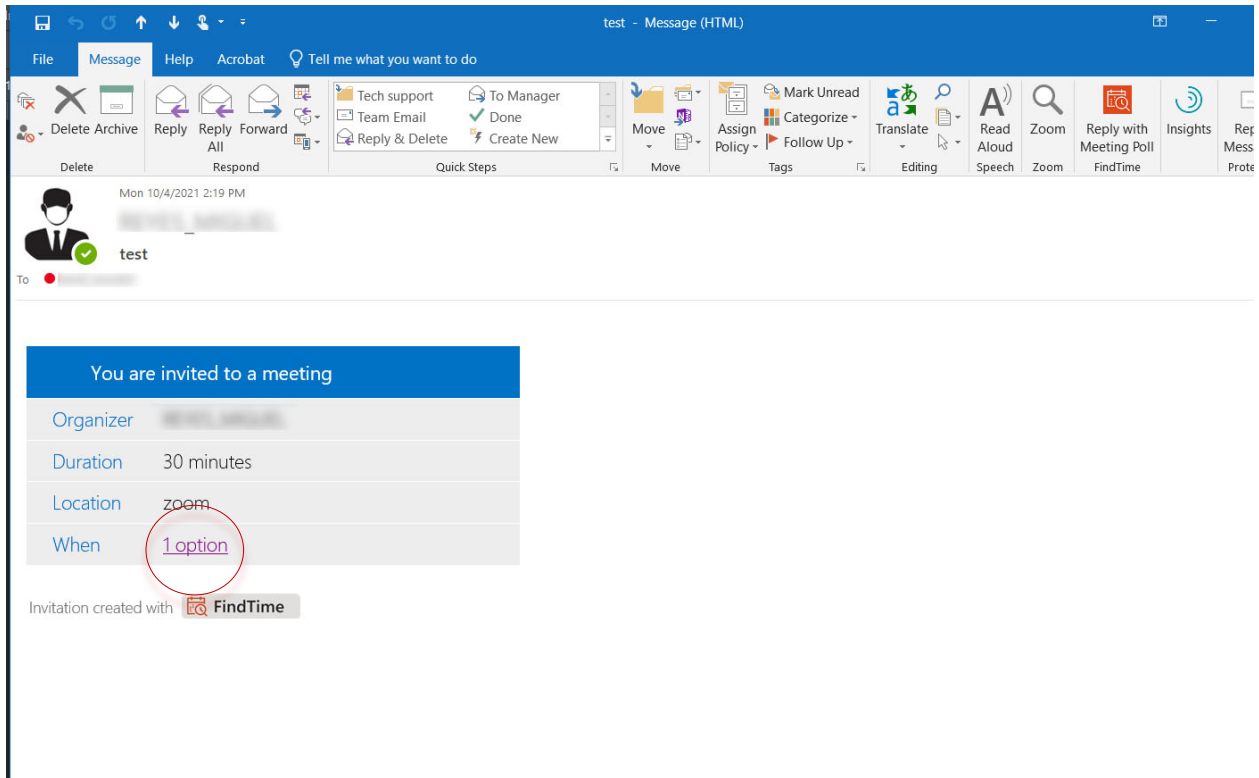
Click Add to email!



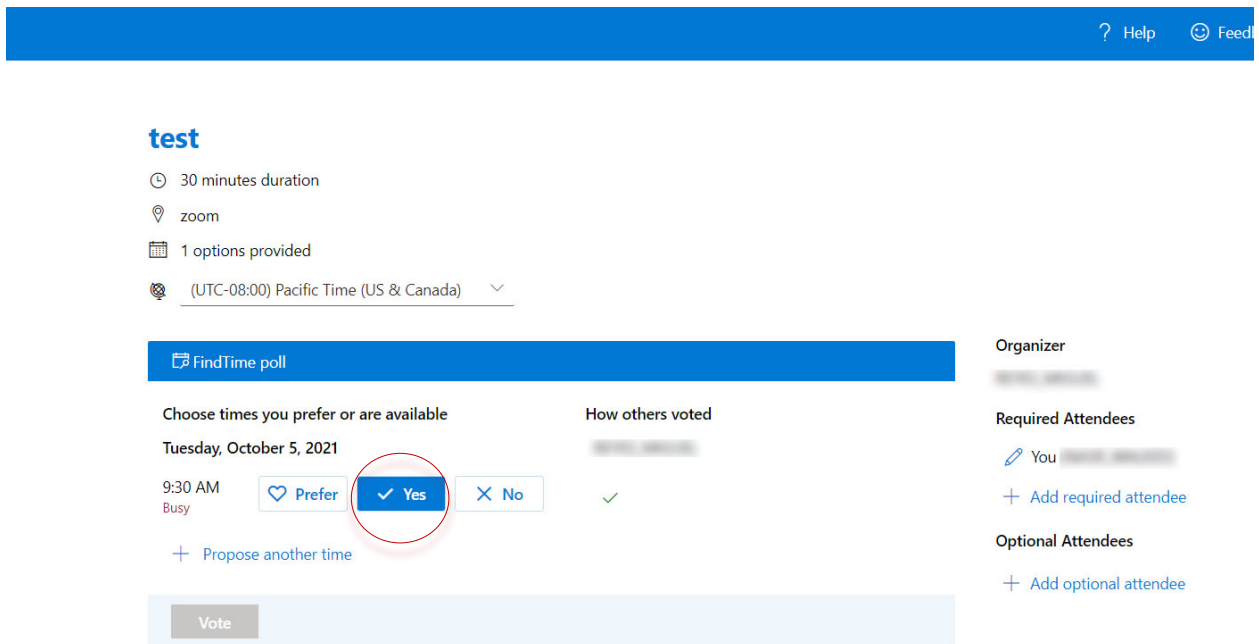
Fill in the Subject and body.
You are done!



Your attendees will receive this:



And will choose “Prefer”, “Yes”, “No” or “Propose another time”.



The following vote will be sent to your Inbox to schedule the meeting.

The screenshot shows an Outlook email window with the following details:

- Subject:** Meeting Re-Cap 10/04/2021
- To:** [Redacted]
- Body:** An attendee has voted. [Redacted] @smc.edu has voted on your poll.
- Meeting details card:**
 - Title:** Meeting Re-Cap 10/04/2021
 - Location:** [Redacted]
 - Attendees:** 2 (2 required)
 - Votes so far:** 2
 - Calendar view:** Shows October 5, 9:00 AM PST with two green checkmarks indicating votes.
 - Action:** A blue "Schedule" button is circled in red.

When all is set, a final confirmation will be sent out!

The screenshot shows an Outlook email window with the following details:

- Subject:** FW: test
- To:** [Redacted]
- Body:** Hi, Congratulations! Your poll has reached consensus. FindTime has scheduled your meeting based on poll results. A meeting invite has been sent to all attendees.
- Meeting details card:**
 - Title:** test
 - When:** Tuesday, 05 October 2021 09:30 (Pacific Standard Time)
 - Duration:** 30 minutes
 - Location:** zoom
 - Actions:** "Review Voting" and "View all your FindTime polls" buttons.

If you have any question, please don't hesitate to contact us via email at IThelp@smc.edu