FindTime

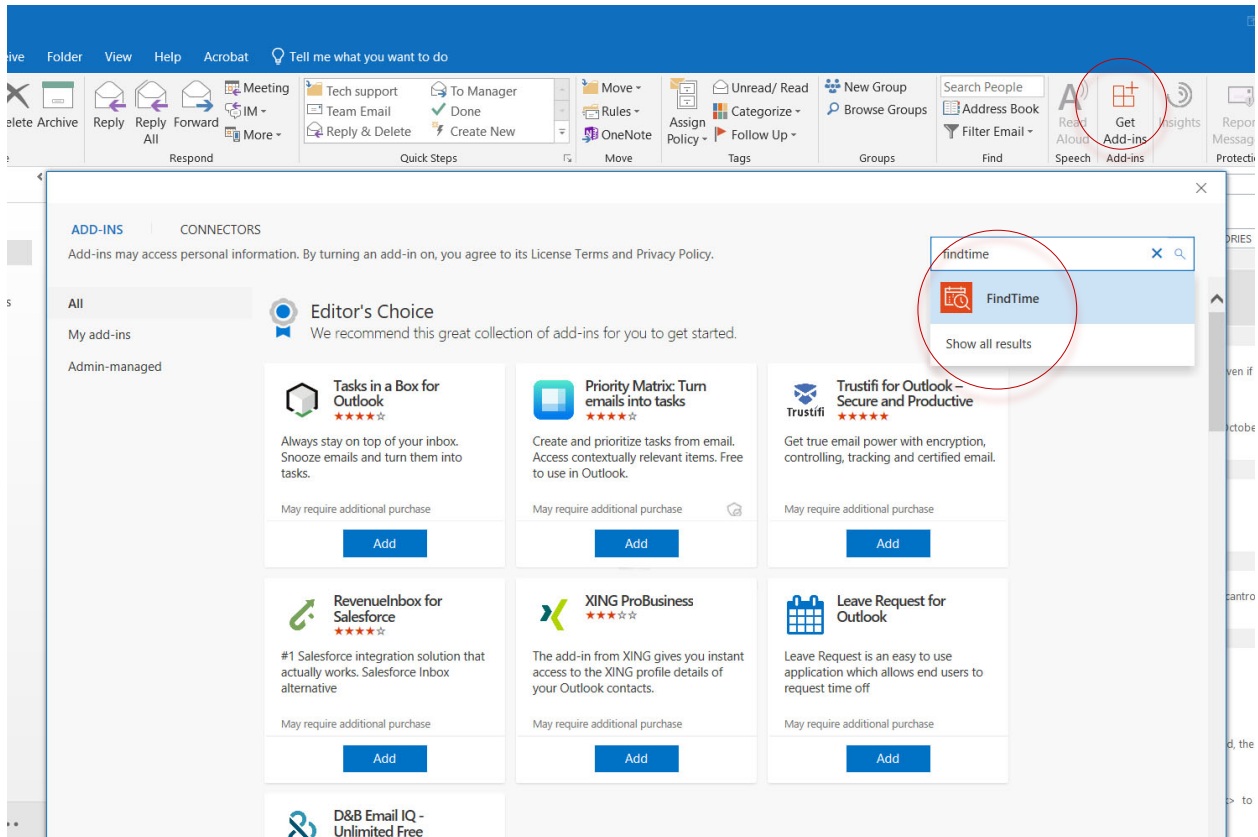## What is FindTime?

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.
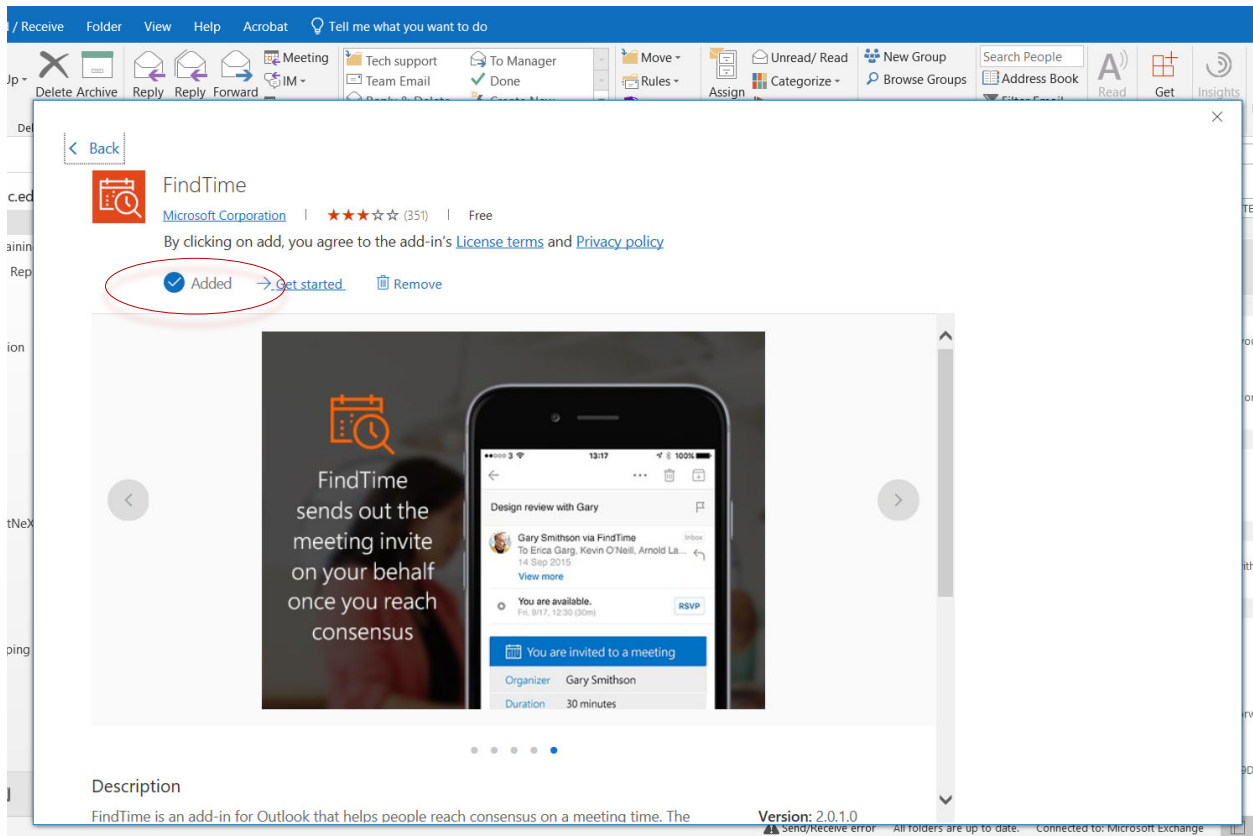
How do I get started?

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!

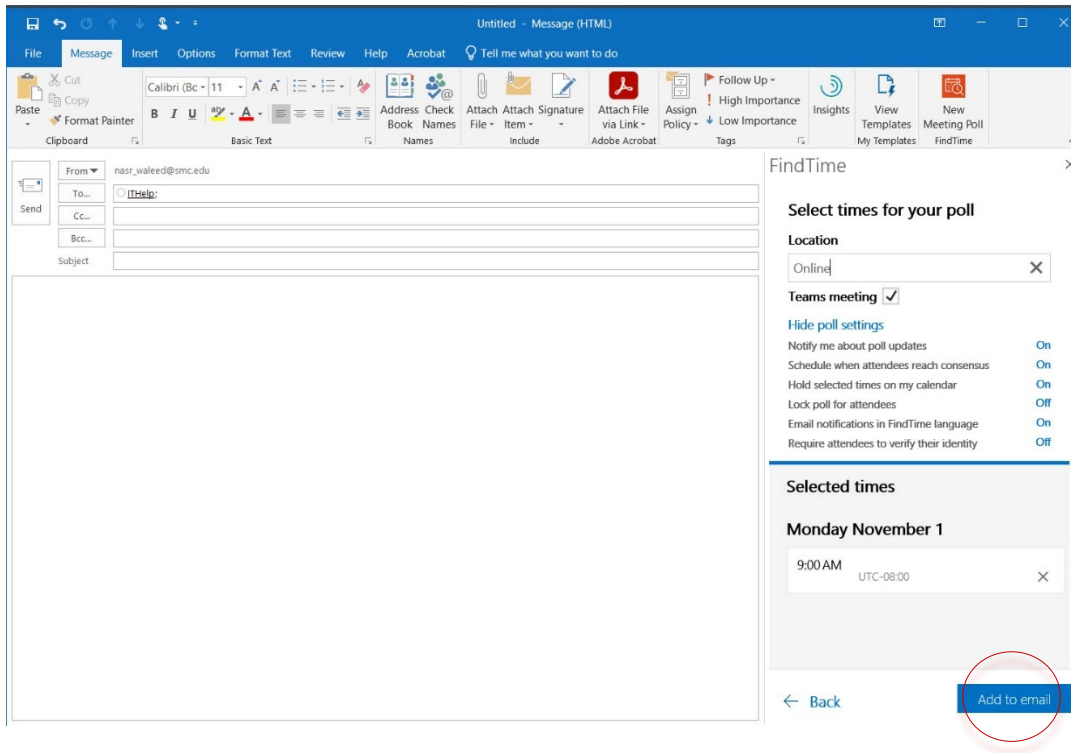Click New Email or New Appointment in the Outlook Calendar
Add some attendees first!
Required attendees on the To line - Optional attendees on the Cc line

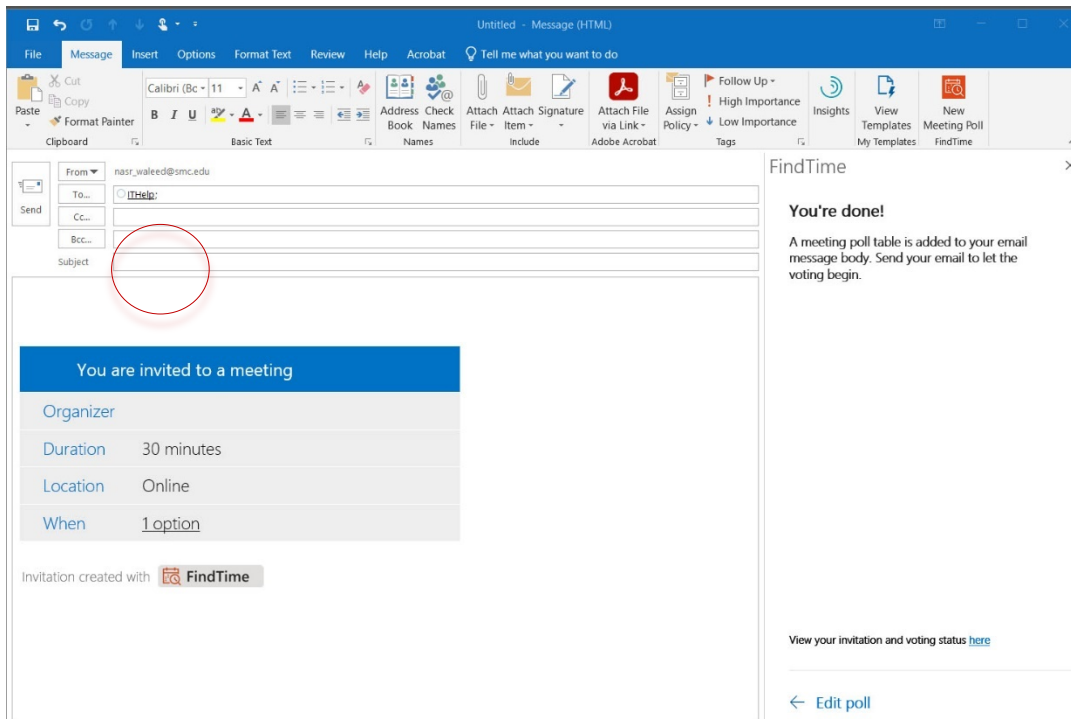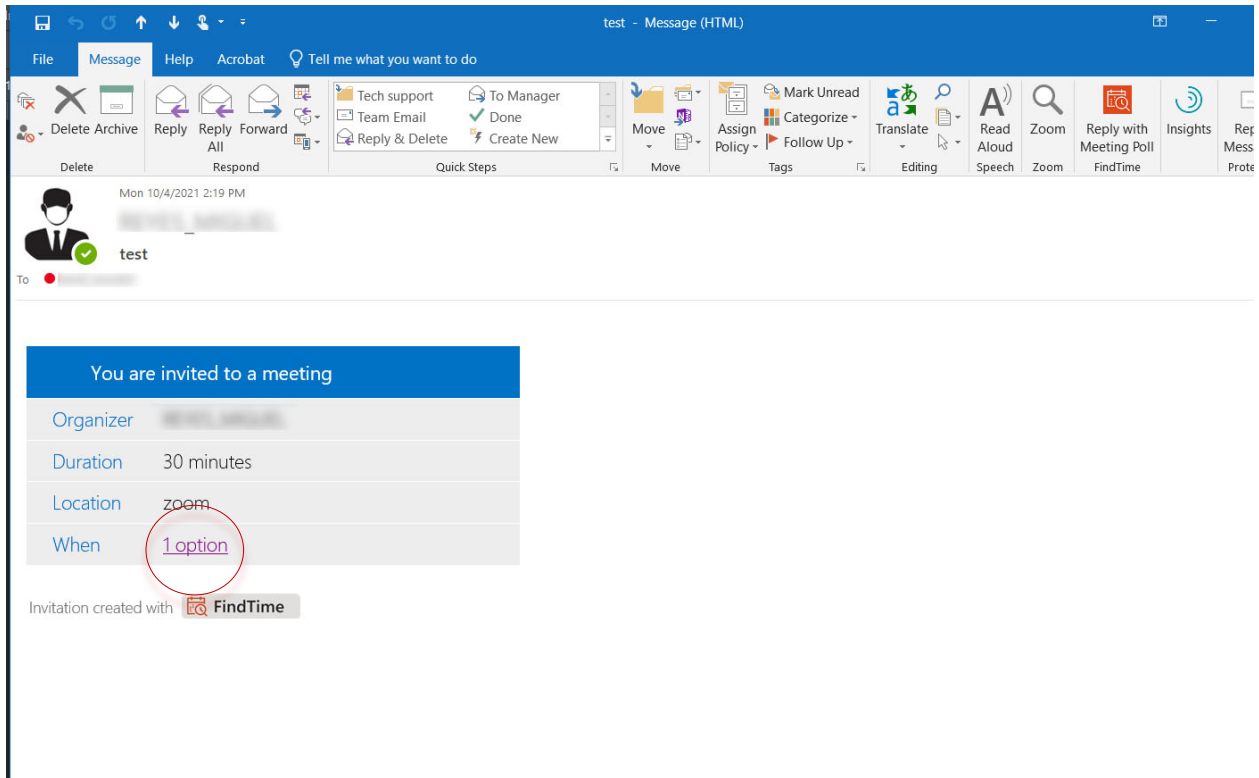Click New Meeting Poll and choose date/time and click Next.
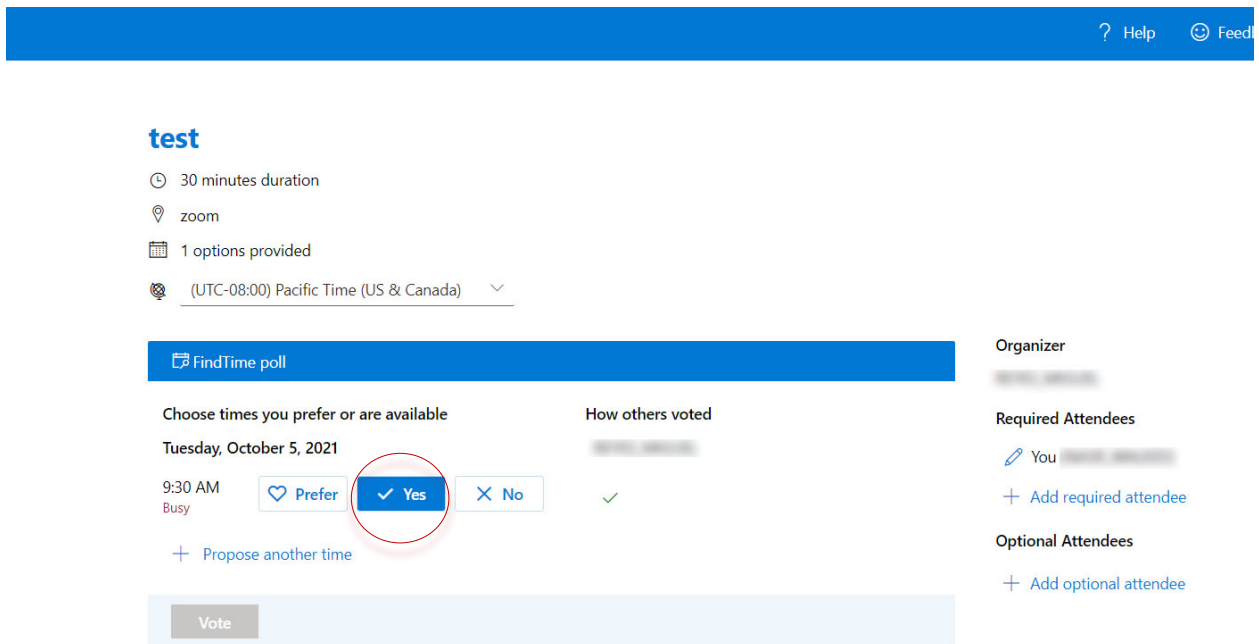
Click Add to email!

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.

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

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