

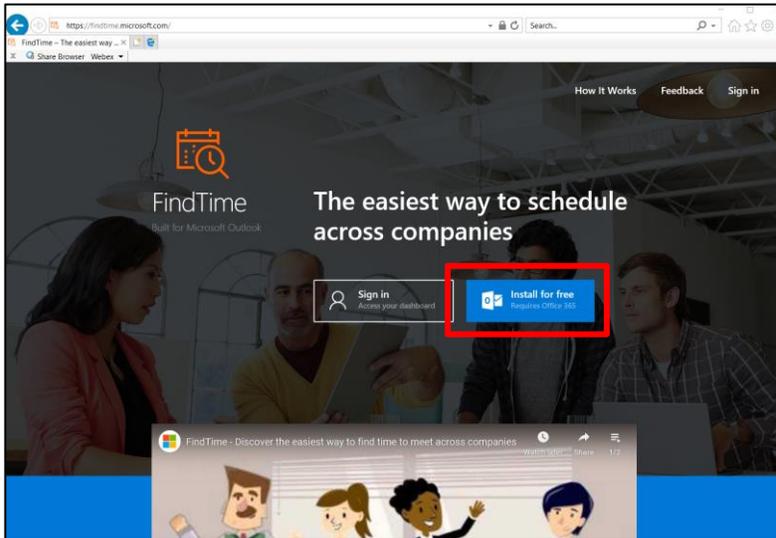
FindTime Outlook Instructions

Application Information

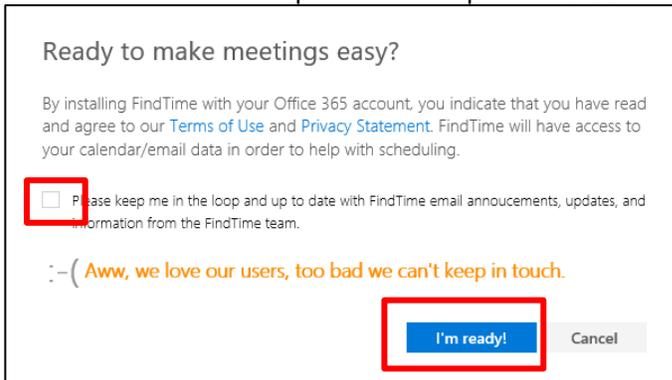
- **What does this service do?:** Allows you to coordinate meeting times with several different people. The recipients are able to vote on their times and it can also schedule a meeting on behalf of the meeting organizer.

Getting Started! How to set up the service

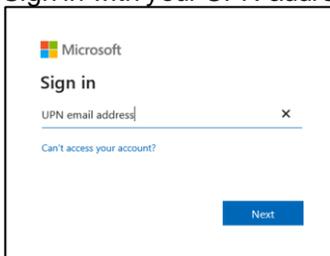
1. Go to <https://findtime.microsoft.com>
2. Click 'Install for Free'



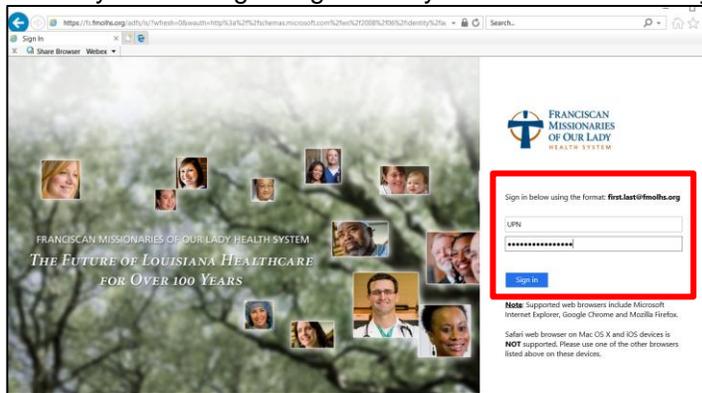
3. Uncheck the 'Please keep me in the loop' checkbox. Click the 'I'm ready!'.



4. Sign in with your UPN address. Click 'Next'.



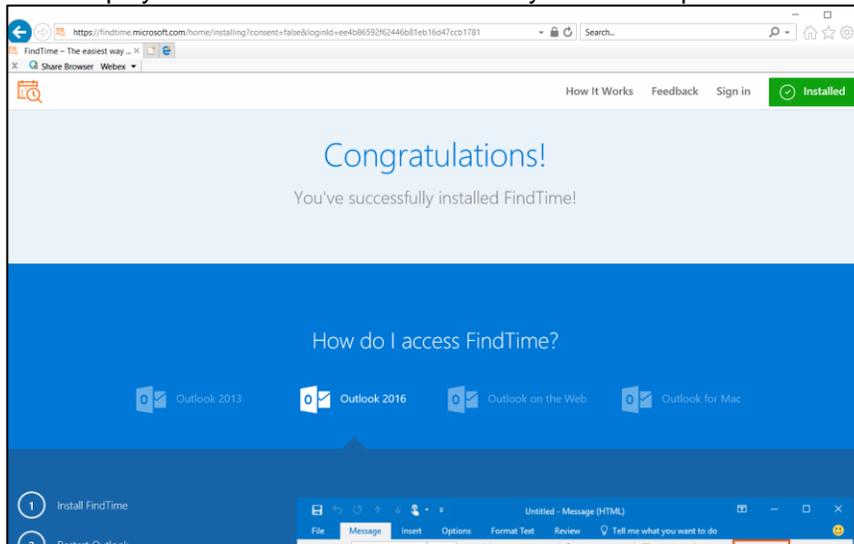
5. You may need to sign in again with your UPN address and your network password. Click 'Sign in'.



6. Click 'Don't show this again' and click 'Yes'.

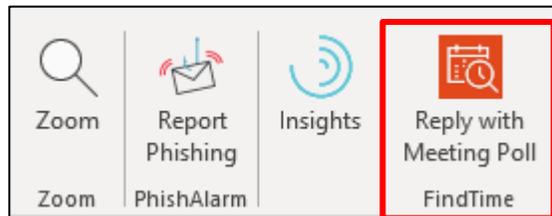
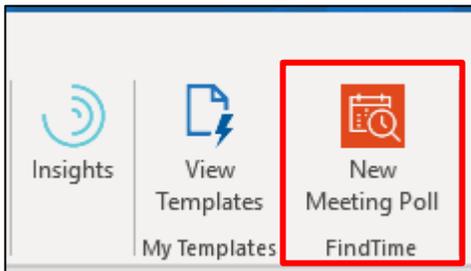


7. It will display the below screen. This means you are set up.

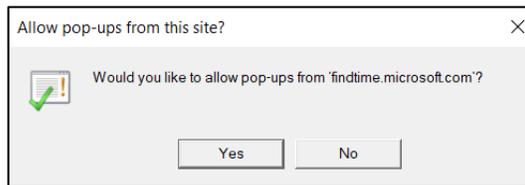
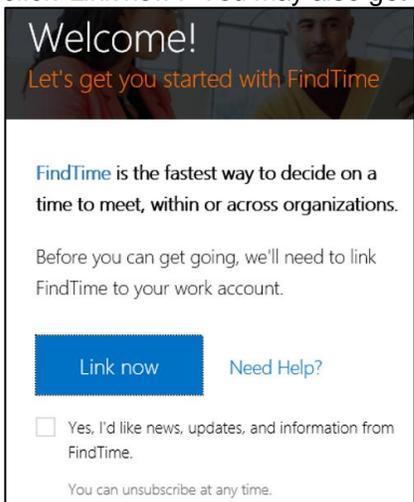


How to request times or reply with times to schedule a meeting.

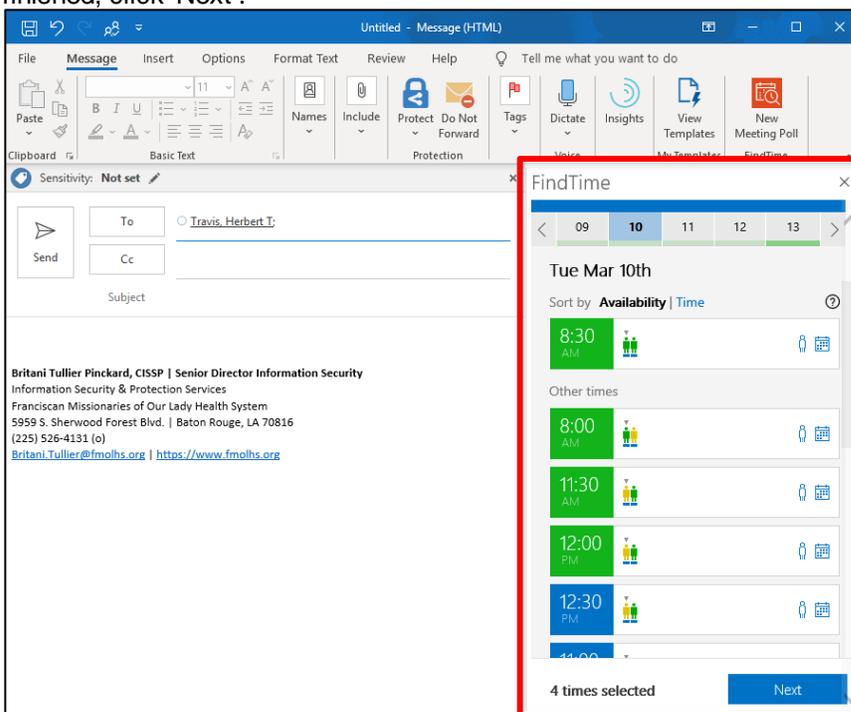
1. Open a new email and click the 'New Meeting Poll' or the 'Reply with Meeting Poll'.



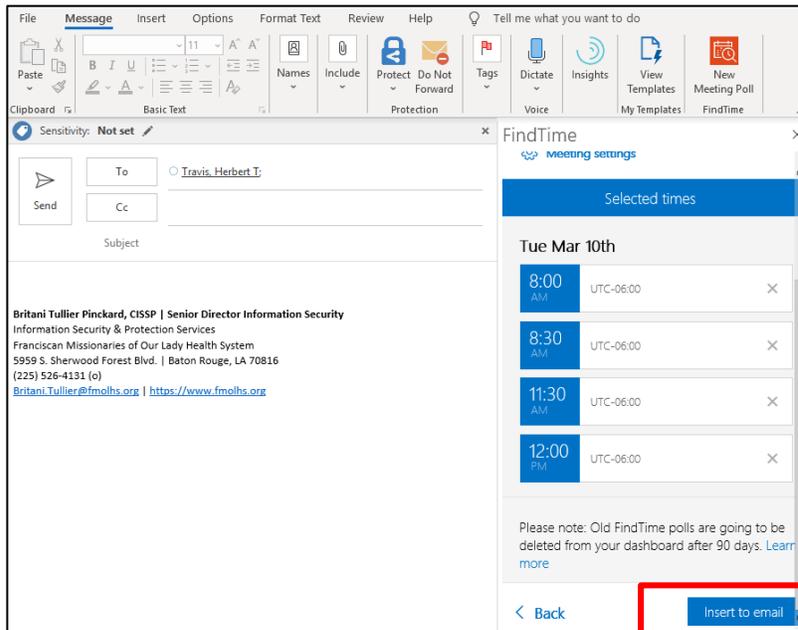
2. If it is your first time, you may get the below message. If so, uncheck the 'Yes, I'd like new, updates...' and click 'Link now'. You may also get a blocked pop-ups message. If so, click 'Yes' to allow pop-ups.



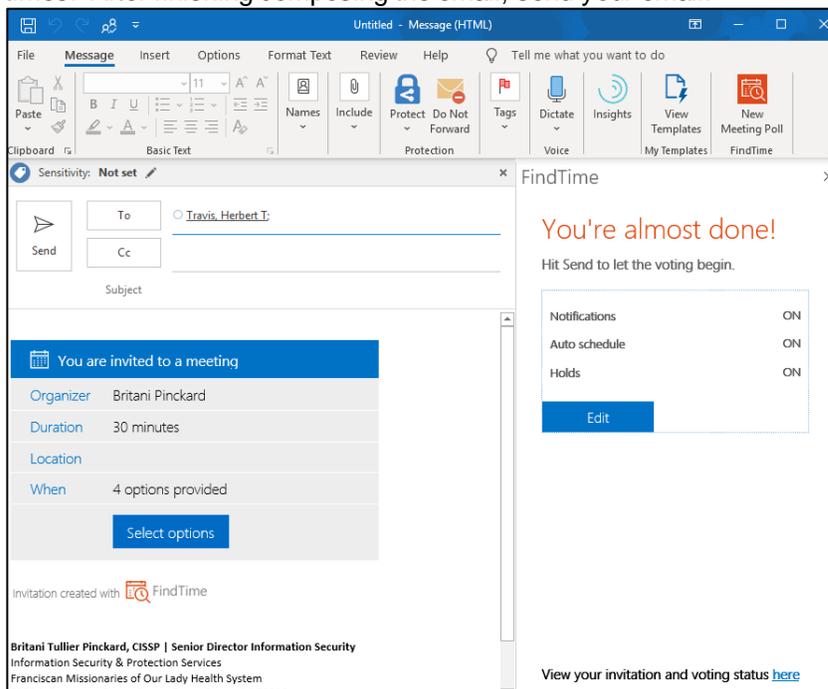
3. In the email you opened, use the 'FindTime' window to pick the times that are best. Use the people icons to show when people are available. When a time is selected, that time will turn green. After you are finished, click 'Next'.



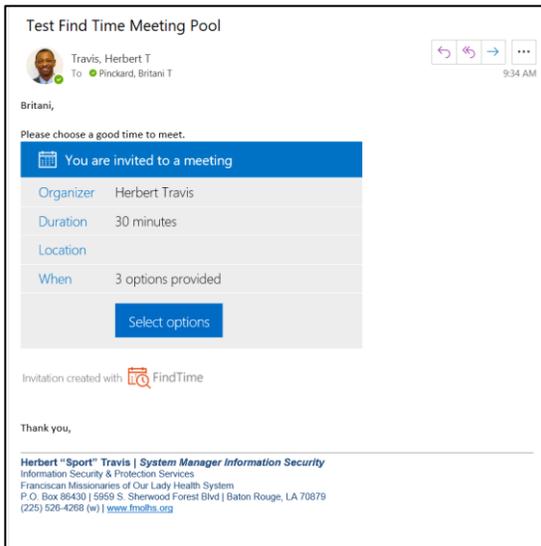
4. Review the times and click 'Insert to email'.



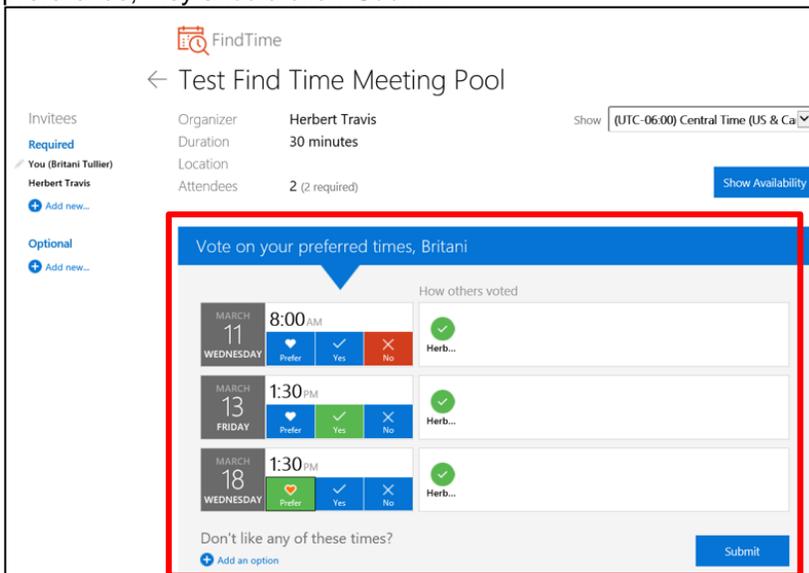
5. A message will be posted in the description of the email. Click the 'Edit' box if you want to change any times. After finishing composing the email, send your email.



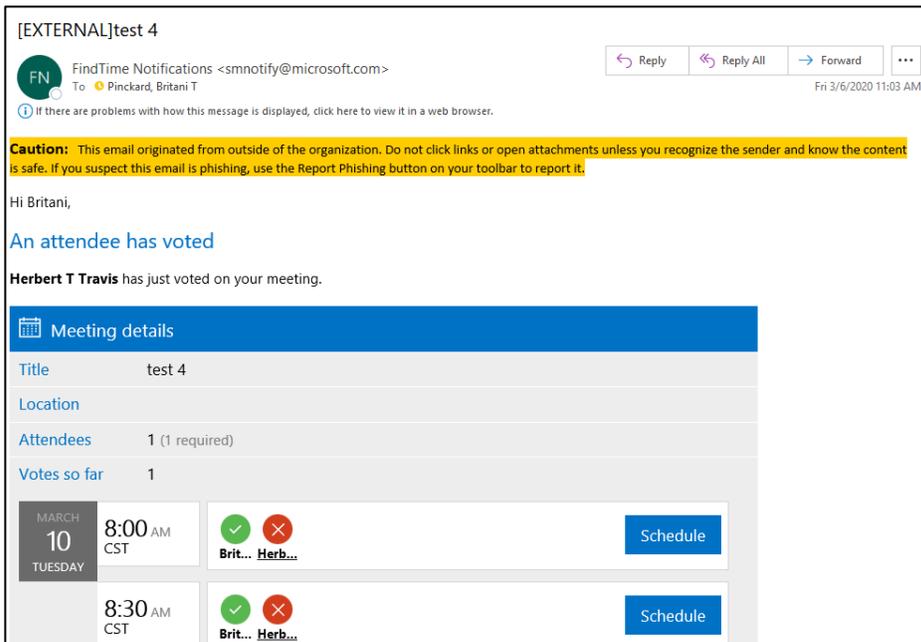
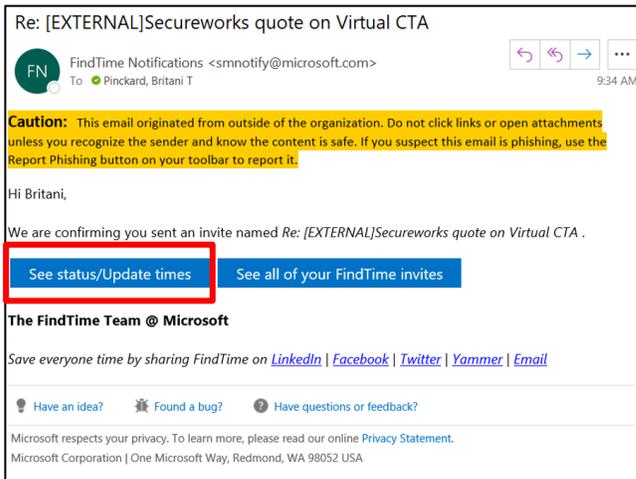
6. The people you have sent your message will receive an email asking them to choose times. The person will need to click 'Select Options'.



- The person will be presented the chosen times for them to vote on. After they have voted on their preference, they should click 'Submit'.



- As the recipients of your email vote on their options, you will receive an email with feedback. Click the 'See status/Update times' button to see the status.



- If all of the participants vote on an agreed time, the meeting will automatically schedule on your calendar. You will receive a finalized note letting you know the meeting has been finalized.
NOTE: You will have to go back to the meeting to add any communication or webex meeting information.

[EXTERNAL]test 4



FindTime Notifications <smnotify@microsoft.com>
To: Pinckard, Britani T

Reply Reply All Forward

Fri 3/6/2020 11:03 AM

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you suspect this email is phishing, use the Report Phishing button on your toolbar to report it.

Hi Britani,

Your meeting has been finalized

FindTime has arranged your meeting based on attendee voting.

Meeting details

Title test 4

When Tuesday, March 10, 2020 11:30 AM (Central Standard Time)

Duration 30 minutes

Location

[Review Voting](#) [View all your FindTime invites](#)

A meeting invite has been sent to all attendees on your behalf.

Thanks for using FindTime!