## **FindTime Outlook Instructions**

## **Application Information**

• <u>What does this service do?</u>: 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'

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FindTime – The easiest way – × C P			
1 U Share Booner Weber •	How It Works	Feedback	Sign in
FindTime	The easiest way to schedule		
Built for Microsoft Outlook	across companies		
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	Sign in Access your dashboard		
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FindTime - Discover the ea	siest way to find time to meet across companies 🛛 💁 🚔 🗮		
	Widefight Share 1/2		
60			

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



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



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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.

https://findtime.microsoft.com/home/installing?consent=fi	alse&loginId=ee4b86592f62446b81eb16d47ccb1781 - 🔒 🖒 Search	- - - - - - - - - - - - - - - - - - -
FindTime – The easiest way × C 2		
X G Share Browser Webex •		
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	Congratulational	
	Congratulations!	
	You've successfully installed FindTime!	
	How do I access FindTime?	
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Install Find Time	🚍 🕤 🗇 🗳 🗣 🔹 Untitled - Message (HTML)	
Restart Outlook	File Message Insert Options Format Text Review 🖓 Tell me what you want to do	8

## 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.

Welcome! Let's get you started with FindTime		
FindTime is the fastest way to decide on a time to meet, within or across organizations.		
Before you can get going, we'll need to link FindTime to your work account.		
	Allow pop-ups from this site?	×
Link now Need Help?	Would you like to allow pop-ups from 'findtime.microsoft.com'?	
FindTime.		
You can unsubscribe at any time.	Yes No	

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'.

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Britani Tullier Pinckard, CISSP   Senior Director Information Security Information Security & Protection Services	Other times	
S959 S. Sherwood Forest Blvd.   Baton Rouge, LA 70816 (225) 526-4131 (o) Britani.Tullier@fmolhs.org   https://www.fmolhs.org	8:00 AM	Ô 📾
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	11:00	
	4 times selected	Next

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

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Subject	Tue Mar 10th	
Britani Tullier Diockard (1959   Senior Director Information Security	8:00 AM UTC-06:00	×
Information Security & Protection Services Franciscan Missionaries of Our Lady Health System 5959 S. Sherwood Forest Blvd.   Baton Rouge, LA 70816 (2021) Sec. 4131 (a)	8:30 UTC-06:00	×
Britani Tullier@fmolhs.org   https://www.fmolhs.org	11:30 AM UTC-06:00	×
	12:00 РМ UTC-06:00	×
	Please note: Old FindTime polls are going to deleted from your dashboard after 90 days. L more	be .earr
	K Back Insert to em	ail

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.

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📀 Sensitivity: Not set 🖌	×	FindTime	×
Send Cc Subject		You're almost Hit Send to let the voting b	done! <sub>egin.</sub>
		Notifications	ON
Wou are invited to a meeting		Auto schedule Holds	ON
Organizer Britani Pinckard			
Duration 30 minutes		Edit	
Location			
When 4 options provided			
Select options			
Invitation created with R Find Time			
Britani Tullier Pinckard, CISSP   Senior Director Information Security Information Security & Protection Services Franciscan Missionaries of Our Lady Health System 6506 - Schward Fasets Alvin   Jakapa Ruser 1 & 70815		View your invitation and vo	oting status <u>here</u>

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'.

Travis, To OP	Herbert T inckard, Britani T	$( \bigcirc \  ( \bigcirc \  ) \rightarrow )$ 9:34
Britani,		
Please choose a g	e invited to a meeting	
Organizer	Herbert Travis	
Duration	30 minutes	
Location		
When	3 options provided	
	Select options	
Invitation created	with Trong FindTime	
Thank you,		
Herbert "Sport" 1 Information Security Franciscan Missiona P.O. Box 86430   59	Travis   System Manager Information Security & Protection Services arries of Our Lady Health System 59 S. Sherwood Forest Blvd I Baton Rouge, LA 70879	

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

	FindTime	
	$\leftarrow$ Test Find Time Meeting Pool	
Invitees Required You (Britani Tullier) Herbert Travis Add new	Organizer     Herbert Travis       Duration     30 minutes       Location     4ttendees       2 (2 required)	Show (UTC-06:00) Central Time (US & Ca Show Availability
Optional Add new	Vote on your preferred times, Britani How others voted	
	MARCH 11 WEDNESDAY WEDNESDAY	
	MARCH 13 FRIDAY FRIDAY	
	MARCH 130 PM WEDNESDAV WEDNESDAV	
	Don't like any of these times? Add an option	Submit

8. 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.

	works quote on Virtual CTA					
FN FindTime Notification To O Pinckard, Britani T	s <smnotify@microsoft.com></smnotify@microsoft.com>	( ) ( ) ( )	••• 84 AM			
Caution: This email originated unless you recognize the sender a Report Phishing button on your to	from outside of the organization. Do not click nd know the content is safe. If you suspect th olbar to report it.	links or open attachments is email is phishing, use the				
Hi Britani,						
We are confirming you sent an	invite named Re: [EXTERNAL]Secureworks	quote on Virtual CTA .				
See status/Update times	See all of your FindTime invites					
The FindTime Team @ Micro	osoft					
Save everyone time by sharing I	indTime on <u>LinkedIn   Facebook</u>   <u>Twitter</u>	<u>Yammer   Email</u>				
🜻 Have an idea? 🏾 🕌 Found a	bug?  (2) Have questions or feedback?					
Microsoft respects your privacy. To le	arn more, please read our online Privacy Statement.					
[EXTERINAL]test 4			← Renly	See Nee All	Forward	
FN FindTime Notificatio	ns <smnotify@microsoft.com></smnotify@microsoft.com>		- J nepty		Fri 3/6/2020 1	1:03 AM
i If there are problems with how th	is message is displayed, click here to view it in a web	browser.				
Caution: This email originated is safe. If you suspect this email is	from outside of the organization. Do not click phishing, use the Report Phishing button on y	links or open attachments u our toolbar to report it.	nless you reo	ognize the sende	er and know the cor	ntent
Hi Britani,						
An attendee has vote	h					
Herbert T Travis has just vot	ed on your meeting					
	a on your meening.					
🛄 Meeting details						
Title test 4						
Location						
Attendees 1 (1 req	uired)					
Votes so far 1						
MARCH 10 TUESDAY	Brit Herb		Sched	ule		
8:30 AM CST	Brit <u>Herb</u>		Sched	ule		

 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.

[EXTERNA	AL]test 4				
ENI Find	dTime Notifications <smnotify@microsoft.com></smnotify@microsoft.com>	← Reply	Reply All	→ Forward	
	🛇 Pinckard, Britani T			Fri 3/6/2020	11:03 AN
Caution: Thi	is email originated from outside of the organization. Do not click links or open attachments	unless you red	ognize the sender	and know the co	ntent
is sate. It you su	uspect this email is phishing, use the Report Phishing button on your toolbar to report it.				
Hi Britani,					
Your mee	ting has been finalized				
FindTime has	arranged your meeting based on attendee voting.				
🔟 Meeti	ing details				
Title	test A				
When	Tuesday, March 10, 2020 11:30 AM (Central Standard Time)				
Duration	30 minutes				
Location					
	Review Voting View all your FindTime invites				
A meeting in	wite has been sent to all attendees on your behalf.				
Thanks for us	ing FindTime!				