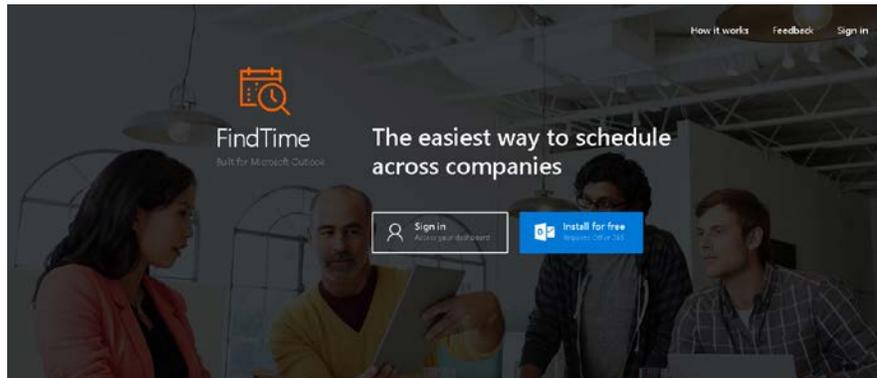
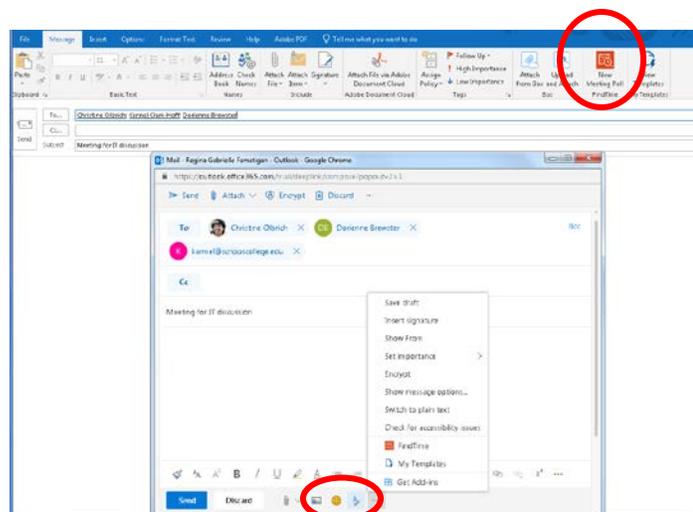


SCRIPPS IT – SCHEDULING MEETINGS IN OUTLOOK USING FINDTIME

This tip sheet provides step-by-step instructions for scheduling meetings in Outlook using the new FindTime polling plugin, you do not need to be an administrator to install.

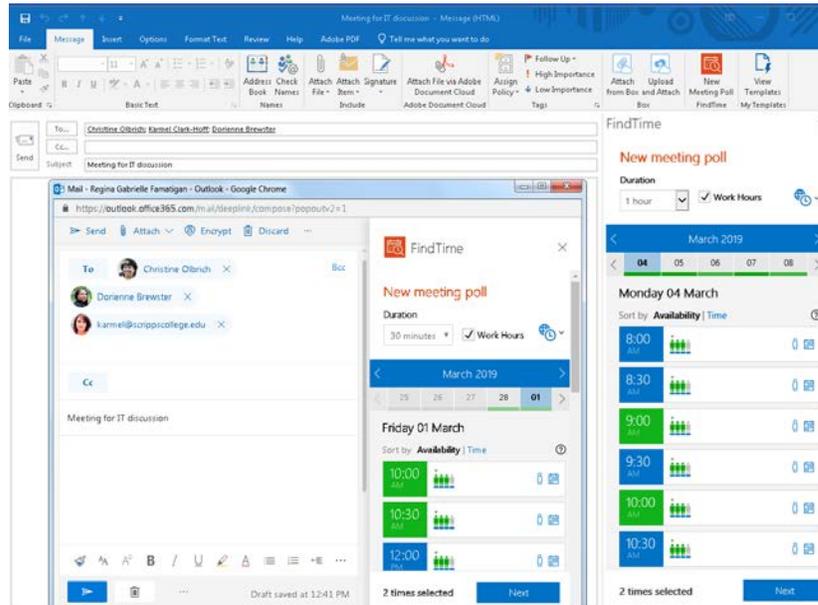


1. Follow link <https://findtime.microsoft.com/> Select either:
 - Install FindTime for free onto Office 365.
 - OR Sign in to Outlook account online
2. Open Outlook and create a new email
3. Enter recipients in the TO field of email (Must be at least 2 recipients)
4. On Outlook Application, find the FindTime panel in the upper right hand side of the email
5. On Outlook Online, FindTime can be found by clicking "..."/> at the bottom right corner of the email

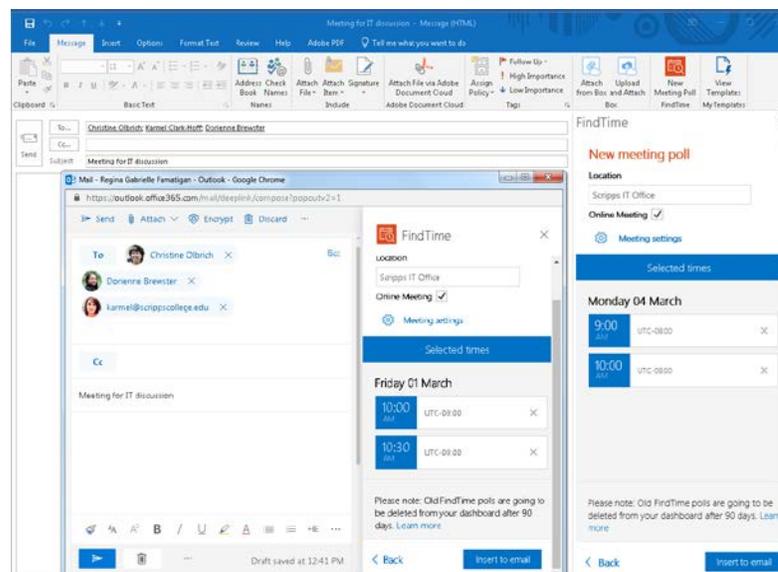


6. Click on FindTime Panel

7. Choose different dates by navigating arrows on either side of month.
8. Choose from different meeting duration by clicking drop down at upper left.
9. Choose from different time slots by scrolling up or down.
10. Click on time slot to decide on possible meeting times. Chosen time slots will turn green and will become options on FindTime meeting poll.
11. Once time options are selected, click on "Next" in bottom right corner



12. Confirm meeting option times.
13. Click on "Insert to email" in bottom right



14. Poll is now created and attached to email. Send the email and the poll will begin!

FINDTIME PROXY TIP SHEET

RESPONDING TO FINDTIME POLL AS YOURSELF:

1. Click on Select Options in email
2. A window will pop up and present options for voting yes/no/prefer
3. There is also the option to add another time in blue down below the proposed options
4. When finished, click submit

RESPONDING TO POLL AS PROXY FROM OUTLOOK APP:

1. Open the same window by clicking on Select options
2. Copy/paste address in search bar into an incognito tab
3. "Who are you?" window will appear
4. Click on name of person you are voting for and same window for voting will appear
5. If the name is not present, click "add yourself" and type in name and email address