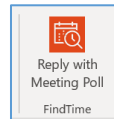


Outlook FindTime

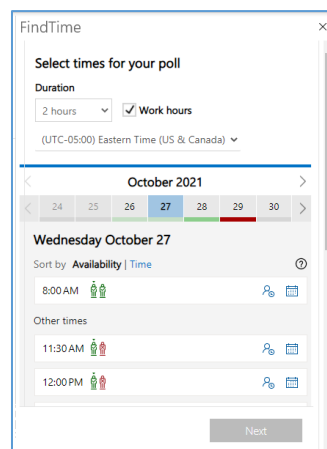
FindTime is an Outlook add-on for scheduling meetings. This polling tool can help find a convenient time for multiple people, internal and external to UMB, to meet and minimize back and forth emails. It appears in the Outlook Home toolbar.

Creating a poll

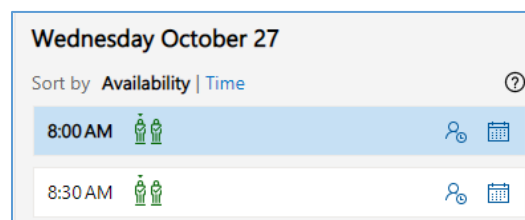
1. When creating or replying to an email, click the **New Meeting Poll/ FindTime** icon in the toolbar.



2. The **FindTime** panel will open to the right of the email window:



- a. *Select times for your poll* will default to a 30 minute meeting with in normal work hours (8 am – 5 pm), and the time zone will default to the senders time zone.
3. FindTime will look at the attendees’ schedules (if available) and will suggest meeting times. The people icons show whether meeting participants are required and their availability.
 - a. Underlined – required
 - b. Green – available
 - c. Yellow – may be busy
 - d. Red – busy
 - e. Gray - unknown
 4. Select a few suitable meeting times.
 - a. You can scroll through the days and months using the arrows. Available days are underlined in green, with darker green indicating more options.
 - b. Once a time is selected, the time box changes to blue.

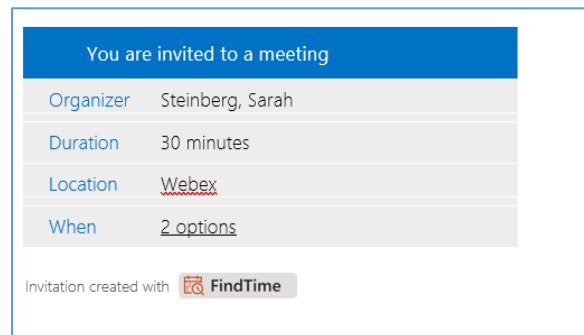


5. Select **Next**.

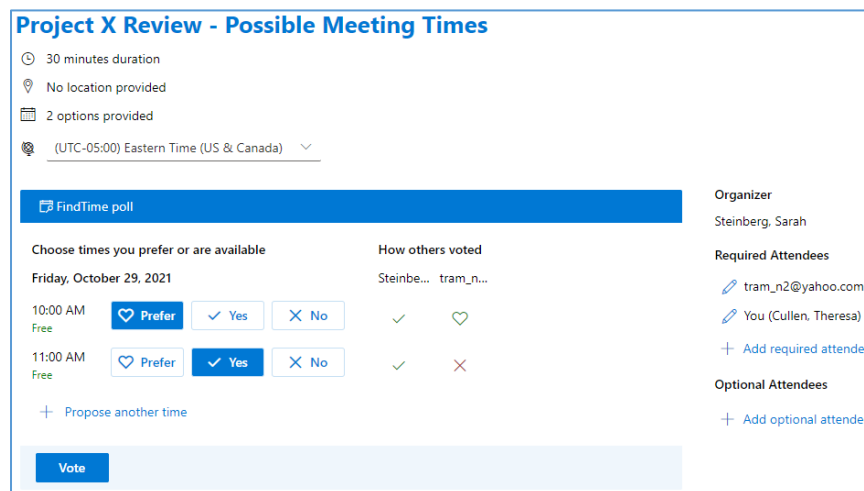
6. Enter the meeting location.
 - a. Online meetings are enabled by default. Select **Online Meeting** check box to disable.
7. Select **Poll Settings** to toggle the ON/OFF options.
 - a. **Notify me about poll updates** – you’ll receive an email each time an attendee votes.
 - b. **Schedule when attendees reach consensus** – a meeting is automatically scheduled if all required attendees select the same time option. If multiple options are selected, the earlier option is scheduled.
 - c. **Hold selected times on my calendar** – a tentative meeting is placed on your calendar for each option you propose. The holds are removed when the meeting is scheduled or the poll is canceled.
 - d. **Lock poll for attendees** – attendees are not able to suggest new times or edit other attendees.
 - e. **Email notification in FindTime language** – the language you use in FindTime in will be used to send related email notifications. Otherwise, notifications will be sent in English.
 - f. **Require attendees to verify their identity** – to help prevent anonymous voting, attendees will be required to authenticate before voting.
8. Select **Add to email**.
9. Select **Send** to start the voting process.

Recipients Experience

The recipients will receive an email similar to the following:



Once they select **2 Options**, the poll will open in a webpage:



- The recipient can select **Prefer**, **Yes**, or **No** to each suggested time.
- **How others voted** will appear
- Depending on what poll settings were set to Yes, the recipients may also have the ability to propose other times or add attendees.
- They will select **Vote** to submit their response.

FindTime Dashboard

The dashboard can be accessed either through:

- Selecting **View Poll** in the automatic email that is sent when a recipient votes (if this poll setting is turned On).
- FindTime.Microsoft.com using your UMID and password

The dashboard will display all polls that you have sent and you can view, edit or cancel any poll. If you turn “off” the setting to automatically schedule a meeting when consensus is met, the dashboard will allow you to schedule the meeting manually.