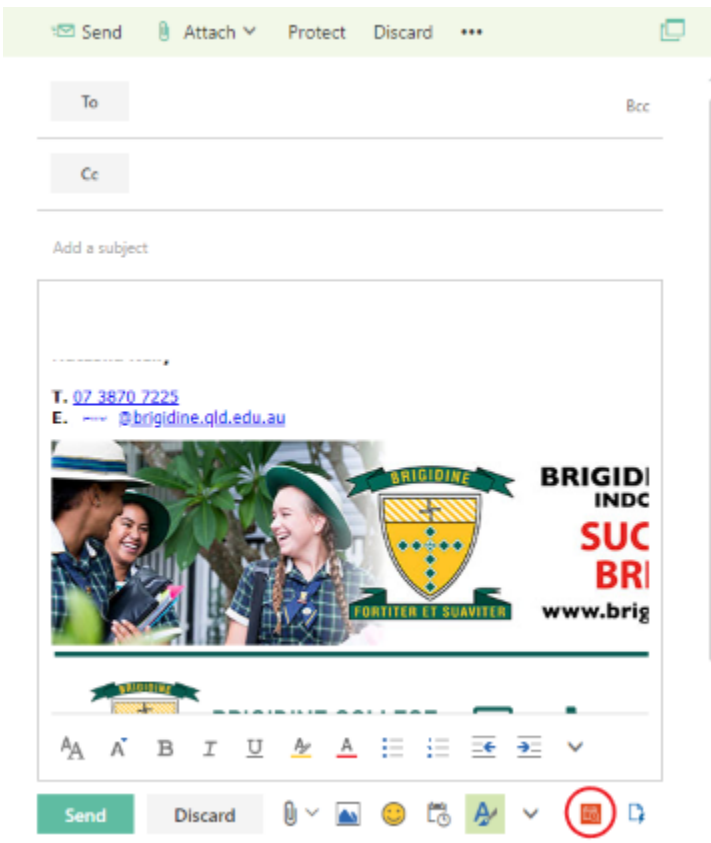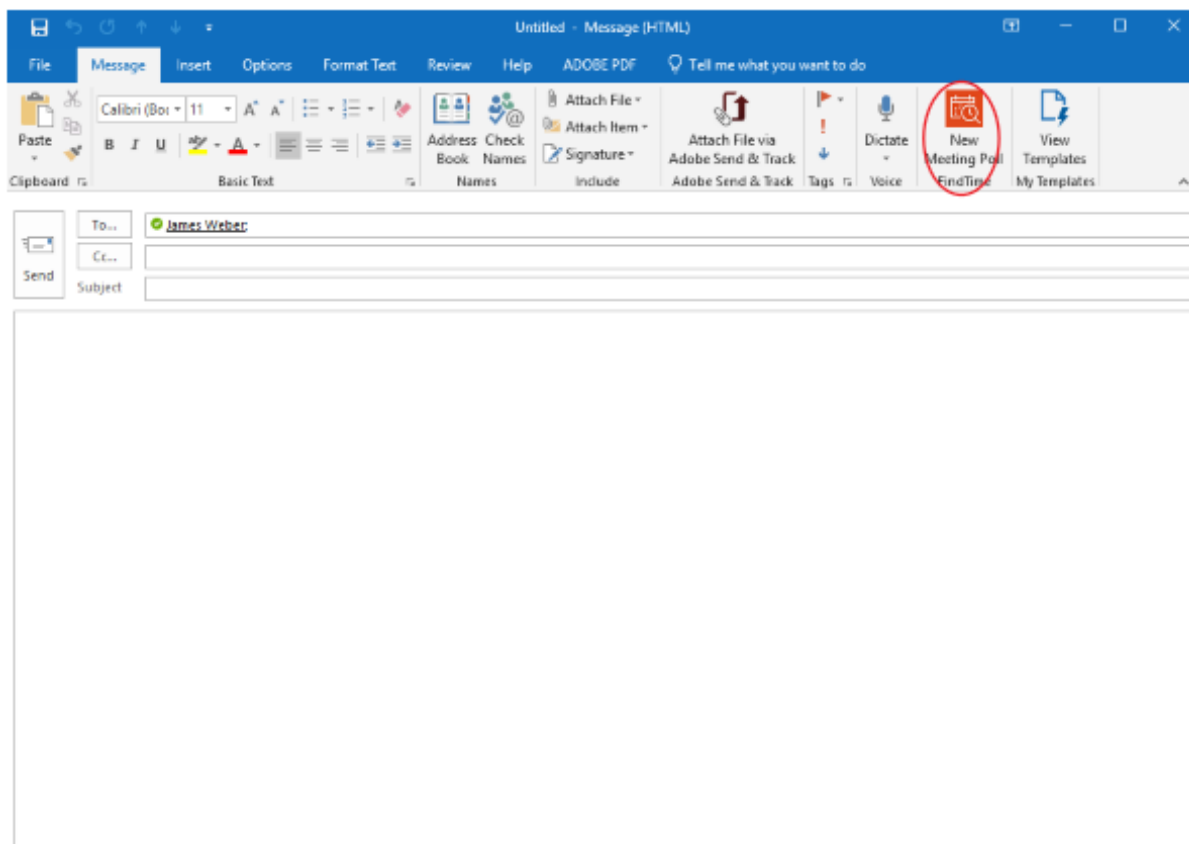# FindTime

FindTime is a Outlook extension created to simplify meeting organisation, by allowing attendees to vote on their preferred time from a pool of proposed meeting times. FindTime then allows you to review the results of the poll and either automatically selects the time with the highest votes or allows you to decide. No more having to send emails back and forth a dozen emails saying which time does or doesn't suit everyone. Just vote on the times that suit you and let FindTime to the heavy lifting. Use these tutorials to create, respond and hold meetings using FindTime.

- Creating a FindTime Meeting
- Responding to a FindTime Meeting
- Viewing a FindTime Meeting

The plugins have been automatically installed on Outlook Web App and Outlook Desktop. Get started by creating your first FindTime meeting poll!

Untitled - Message (HTML)

File Message Insert Options Format Text Review Help ADOBE PDF Tell me what you want to do

Paste

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Clipboard   Basic Text

Address Check
Book Names

Names

Attach File ▼
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Signature ▼

Include

Attach File via
Adobe Send & Track

Adobe Send & Track

Dictate

Voice

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Meeting Poll
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- Viewing a FindTime Meeting
- Responding to a FindTime Meeting
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