

Creating a FindTime Meeting

Use this tutorial to create a FindTime Meeting.

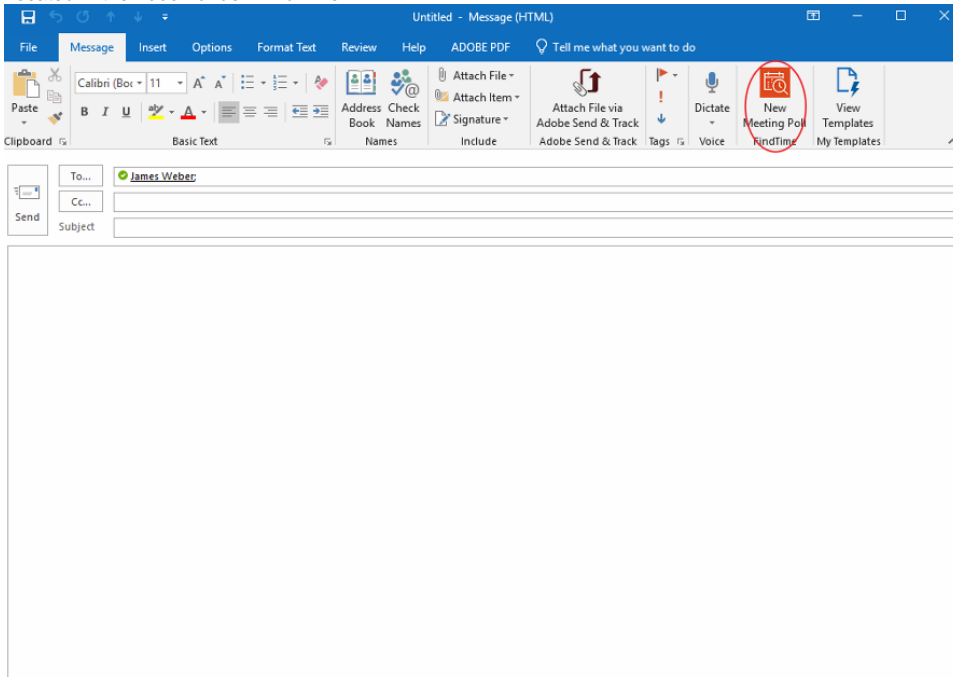
Creating a FindTime Meeting

1. Create a new email and address it to your meeting members.
1. Click on 'New Meeting Poll' in the FindTime section.

Bottom right hand corner of email



Located in the ribbon under 'FindTime'



2. Set the appropriate duration from the drop down menu (e.g. 30 minutes).

FindTime



New meeting poll

Duration

30 minutes ▼

☒ Work Hours

August 2018

< 20 21 22 23 24 >

Friday 24 August

Sort by **Availability** | Time ?


8:00 AM			
8:30 AM			
9:00 AM			

Select some times

Next

3. Choose possible meeting times that suit **your** schedule by *clicking* on the suitable times then *click* 'Next'.













New meeting poll

Duration
30 minutes ☐ Work Hours 

August 2018
20 21 22 23 24


Thursday 23 August

Sort by **Availability** | Time

8:00 AM		
8:30 AM		
9:00 AM		
9:30 AM		
10:00 AM		
10:30 AM		


3 times selected Next


4. Set the location of the meeting.

 An online meeting is in the form of a Skype call, see instructions below.

FindTime ×

New meeting poll

Location
 

 Meeting settings

Selected times

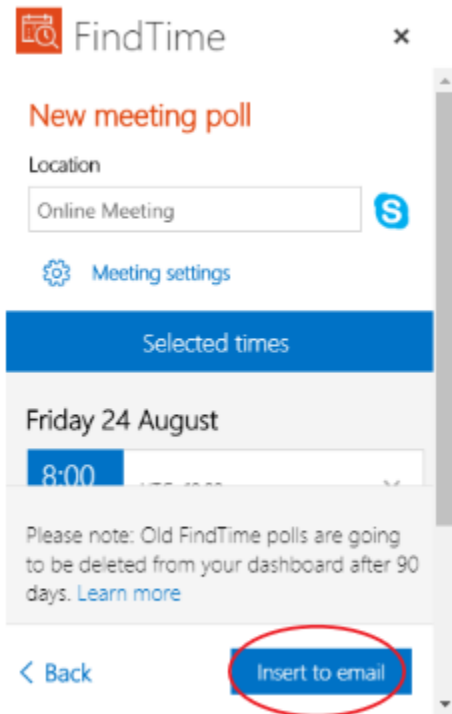
Thursday 23 August

8:00 AM	UTC+10:00	×
9:00 AM	UTC+10:00	×
10:00 AM	UTC+10:00	×

Please note: Old FindTime polls are going to be deleted from your dashboard after 90 days. [Learn more](#)

< Back Insert to email

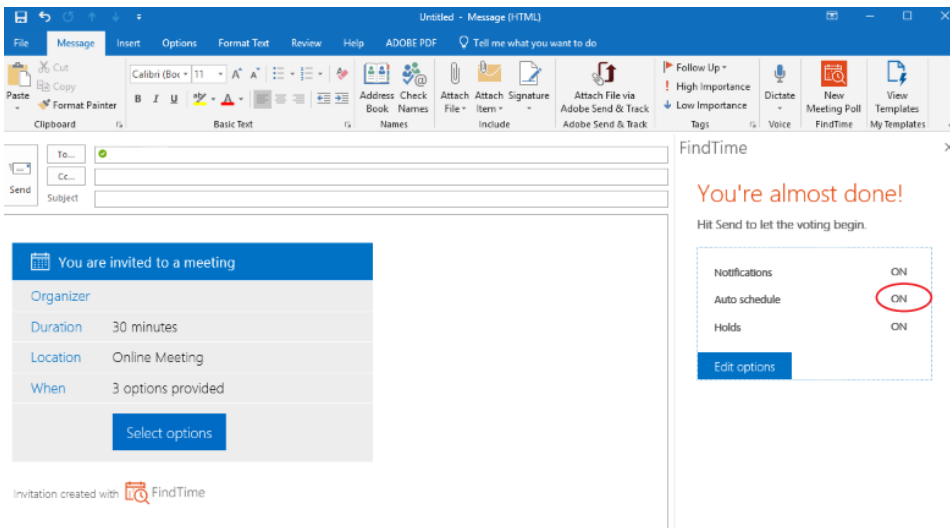
5. Click 'Insert into Email'.



The image shows the 'FindTime' 'New meeting poll' form. At the top, there's a 'Location' field with 'Online Meeting' entered. Below it is a 'Meeting settings' link. A section titled 'Selected times' shows 'Friday 24 August' with a time slot of '8:00'. A note states: 'Please note: Old FindTime polls are going to be deleted from your dashboard after 90 days. [Learn more](#)'. At the bottom, there are two buttons: 'Back' and 'Insert to email', with the latter circled in red.

6. Check the options suit your style of meeting then send the email.

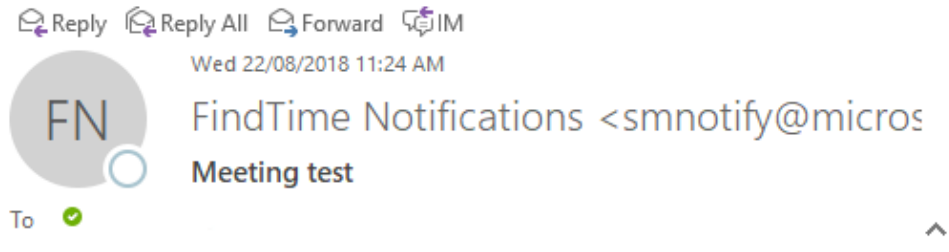
i If you want to review all the votes and **schedule the meeting before all attendees have voted**, turn 'Auto schedule' **OFF**. i.e. Multiple attendees but non-compulsory attendance for all members, so meeting doesn't have to accommodate for those members.



The image shows an email client interface with a FindTime poll embedded. The poll title is 'You are invited to a meeting'. The details listed are: Organizer, Duration (30 minutes), Location (Online Meeting), and When (3 options provided). A 'Select options' button is at the bottom. To the right, the 'FindTime' settings panel is open, showing 'You're almost done!' and 'Hit Send to let the voting begin.' The settings are: Notifications (ON), Auto schedule (ON, circled in red), and Holds (ON). An 'Edit options' button is at the bottom of the settings panel.

7. After you send out the invite, you will receive a series of emails updating you on the progress of the meeting poll. These include:

- a. A confirmation email
Where you can update times and see invites.



Hi

We are confirming you sent an invite named *Meeting test*.

See status/update
times

See all of your FindTime
invites

The FindTime Team @ Microsoft

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- b. Update email
Shows what times the attendee has chosen.

[Reply](#) [Reply All](#) [Forward](#) [IM](#)
 Wed 22/08/2018 11:26 AM
FN FindTime Notifications <smnotify@microsoft.com>
 Meeting test

To

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

[Unsubscribe](#)

An attendee has voted

has just voted on your meeting.

Meeting details			
Title	Meeting test		
Location	Online Meeting		
Attendees	1 (1 required)		
Votes so far	1		
AUGUST 23 THURSDAY	8:00 AM EAST		Schedule
	9:00 AM EAST		Schedule
	10:00 AM EAST		Schedule
		View invite	View all your FindTime invites Unsubscribe from notifications for this invite

c. Finalisation email

Once all attendees have responded a **meeting will be automatically scheduled unless you have chosen other wise.**

[Reply](#) [Reply All](#) [Forward](#) [IM](#)
 Wed 22/08/2018 11:26 AM
FN FindTime Notifications <smnotify@microsoft.com>
 Meeting test

To

Hi

Your meeting has been finalized

FindTime has arranged your meeting based on attendee voting.

Meeting details	
Title	Meeting test
When	Thursday, 23 August 2018 8:00 AM (E. Australia Standard Time)
Duration	30 minutes
Location	Online Meeting
Review Voting	View all your FindTime invites

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

Thanks for using FindTime!

The FindTime Team @ Microsoft

Save everyone time by sharing FindTime on [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Yammer](#) | [Email](#)

Have an idea?
 Found a bug?
 Have questions or feedback?

Related articles

- [Viewing a FindTime Meeting](#)
- [Responding to a FindTime Meeting](#)
- [Creating a FindTime Meeting](#)

- FindTime