


Responding to a FindTime Meeting

Use this tutorial to respond to a FindTime Meeting.

Responding to a FindTime Meeting

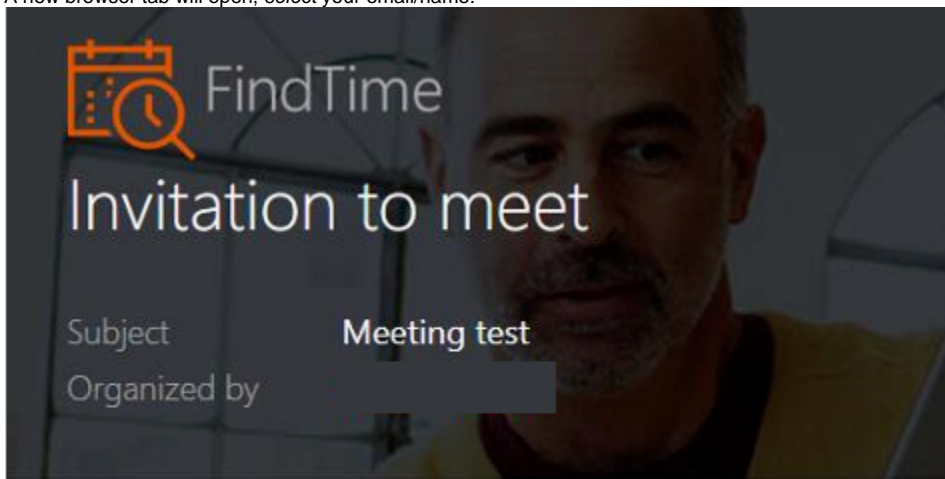
The recipients of any FindTime Meeting polls will see/ use the following steps to complete the poll.

1. *Open* the email received from the meeting creator.
2. *Click* 'Select Options'

 You are invited to a meeting	
Organizer	
Duration	30 minutes
Location	Online Meeting
When	3 options provided
Select options	

Invitation created with  FindTime

3. A new browser tab will open, *select* your email/name.




Who are you?

Please identify yourself to continue...

Not on the list?

[+ Add yourself...](#)

4. Select the times that work for you by selecting 'Yes' (and times that don't by 'No' etc), click 'Submit' vote.

 FindTime

← Meeting test

Invitees

Required

✓ You (James Weber)

Natasha Kelly

+ Add new...

Optional

+ Add new...

Organized by

Duration 30 minutes

Location Online Meeting

Attendees 2 (2 required)

You are Required

Show (UTC+10:00) Brisbane

Show Availability

Vote on your preferred times,

How others voted

Time	How others voted
8:00 AM	✓
9:00 AM	✓
10:00 AM	✓

Don't like any of these times?

+ Add an option

Submit

Your vote has now been cast, the following screen will appear.

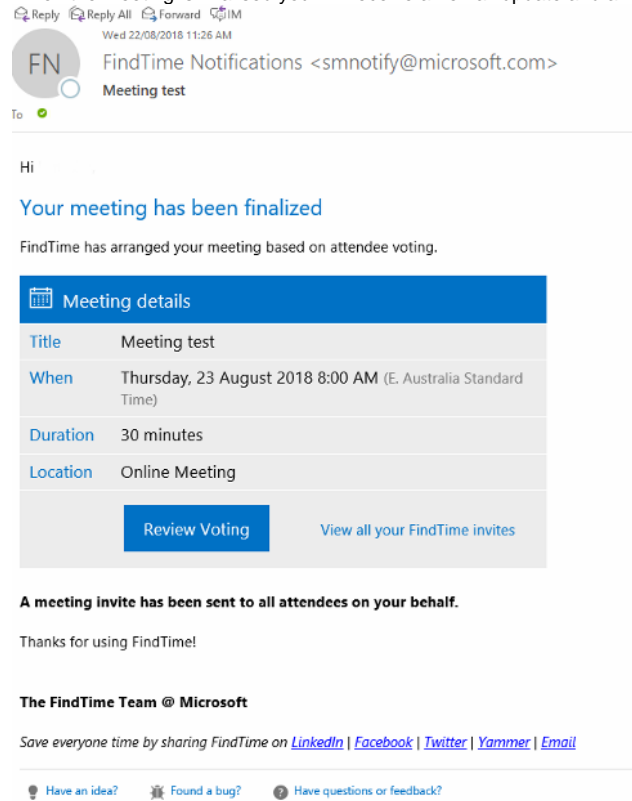


Your vote counts!

As soon as a time is agreed upon, you will get an invite.



5. When the meeting is finalised you will receive an email update and a meeting time will be scheduled into your calendar.



Related articles

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