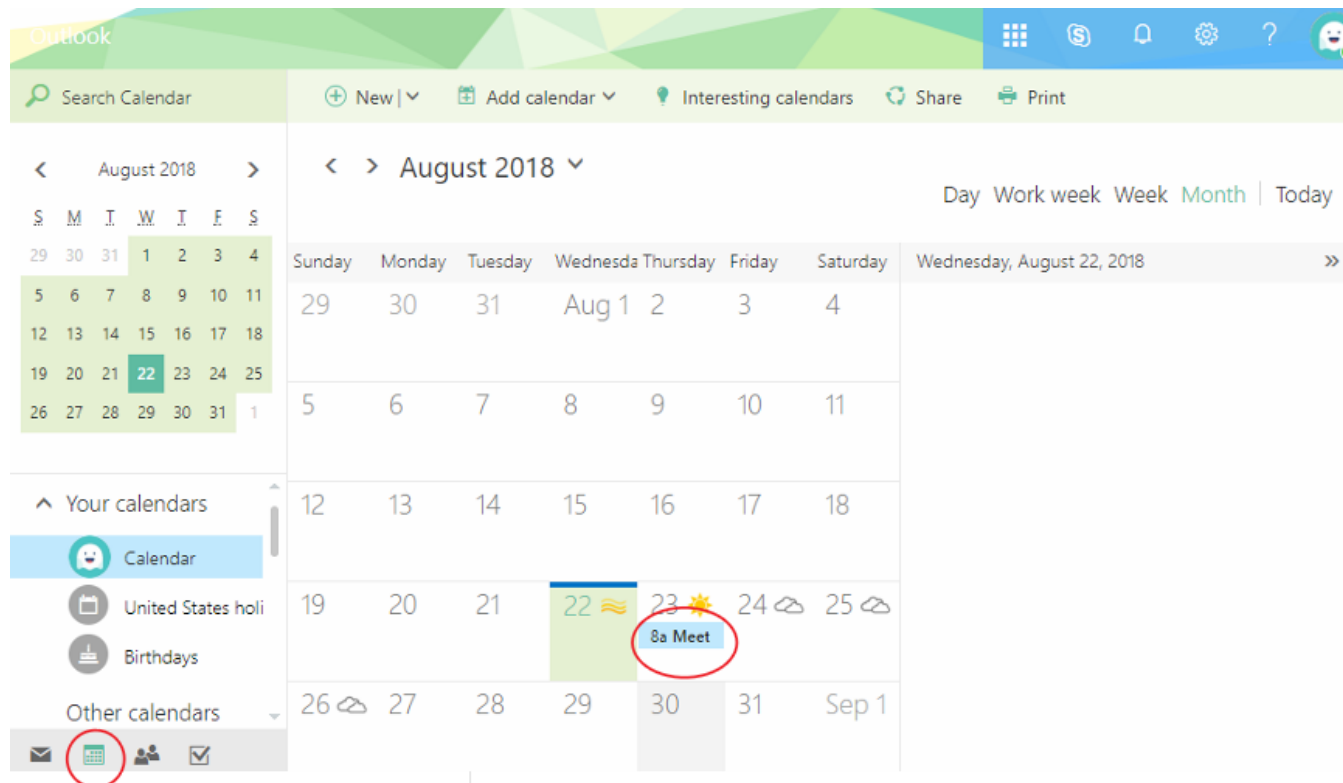


Viewing a FindTime Meeting

Use this tutorial to view a previously made FindTime Meeting.

Viewing FindTime Meeting

Click on the 'Calendar' Icon located on the bottom left of the screen, here you can view all scheduled meetings.



Click on the 'Calendar' Icon located on the bottom left of the screen, here you can view all scheduled meetings.

Calendar - @brigidine.qld.edu.au - Outlook

File Home Send / Receive Folder View Help ADOBE PDF Tell me what you want to do

New Appointment Meeting Items New New Skype Meeting New Teams Meeting Today Next 7 Days Day Work Week Schedule View Add Calendar Share Calendar Manage Calendars Browse Groups Search People Address Book

July 2018

August 2018

Washington, D.C. Today 81°F / 75°F Search Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 Jul	31	1 Aug	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1 Sep	2

My Calendars

- ☒ Calendar
- ☐ United States holidays
- ☐ Birthdays

Other Calendars

Shared Calendars

Items: 1 All folders are up to date. Connected to: Microsoft Exchange 100%

FindTime Online Meeting

A link to the Skype meeting will be emailed at the time of the meeting, follow the [Set up Skype Meetings](#) for further instruction.

Meeting test - Meeting

File Meeting Insert Format Text Review Help Tell me what you want to do

Cancel Meeting Actions Appointment Scheduling Assistant Tracking Show Join Skype Meeting Teams Meeting Meeting Notes Contact Attendees Options Tags Dictate Voice New Meeting Poll FindTime View Templates My Templates

No responses have been received for this meeting.

To... [Green dot]
 Subject Meeting test
 Location Online Meeting Rooms...
 Start time Thu 23/08/2018 8:00 AM All day event
 End time Thu 23/08/2018 8:30 AM

→ **Join Skype Meeting**

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

[Find a local number](#)

Conference ID:
[Forgot your dial-in PIN?](#) | [Help](#)

You are invited to a meeting

Organizer: Natacha Kelly

Room Finder

August 2018

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

☐ Good ☒ Fair ☐ Poor

Choose an available room:

None

Suggested times:

8:00 AM - 8:30 AM
Current meeting time

8:30 AM - 9:00 AM
No conflicts

9:00 AM - 9:30 AM
No conflicts

9:30 AM - 10:00 AM
No conflicts

10:00 AM - 10:30 AM

Related articles

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