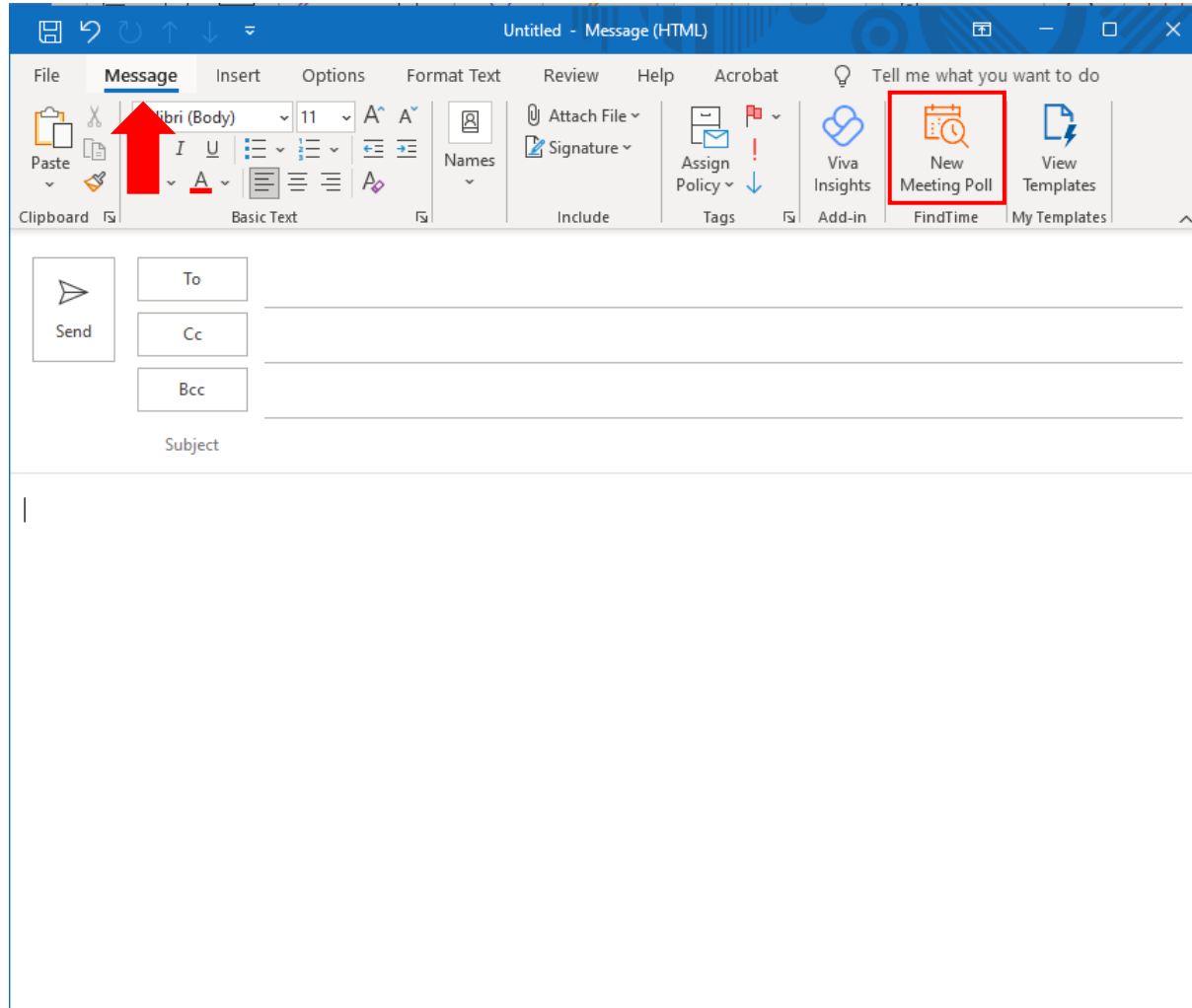




FindTime Poll Instructions



Outlook Desktop App



1. Create a new email.
2. Add the email address of the recipients in either the **To** or **Cc** fields.
3. In the **Message** tab select **New Meeting Poll**



FindTime

Select times for your poll

Duration
30 minutes Work hours

(UTC-05:00) Eastern Time (US & Canada)

April 2023

09 10 11 12 13 14 15

Wednesday April 12

Sort by Availability | Time

8:00 AM		
8:30 AM		
9:00 AM		
9:30 AM		
12:00 PM		

1 time selected

Next

FindTime

Teams meeting

[Hide poll settings](#)

Notify me about poll updates On

Schedule when attendees reach consensus On

Hold selected times on my calendar On

Lock poll for attendees Off

Email notifications in FindTime language On

Require attendees to verify their identity On

Selected times

Tuesday April 11

8:00 AM UTC-05:00

Wednesday April 12

8:30 AM UTC-05:00

Add to email

4. Set the **Duration** of your meeting.

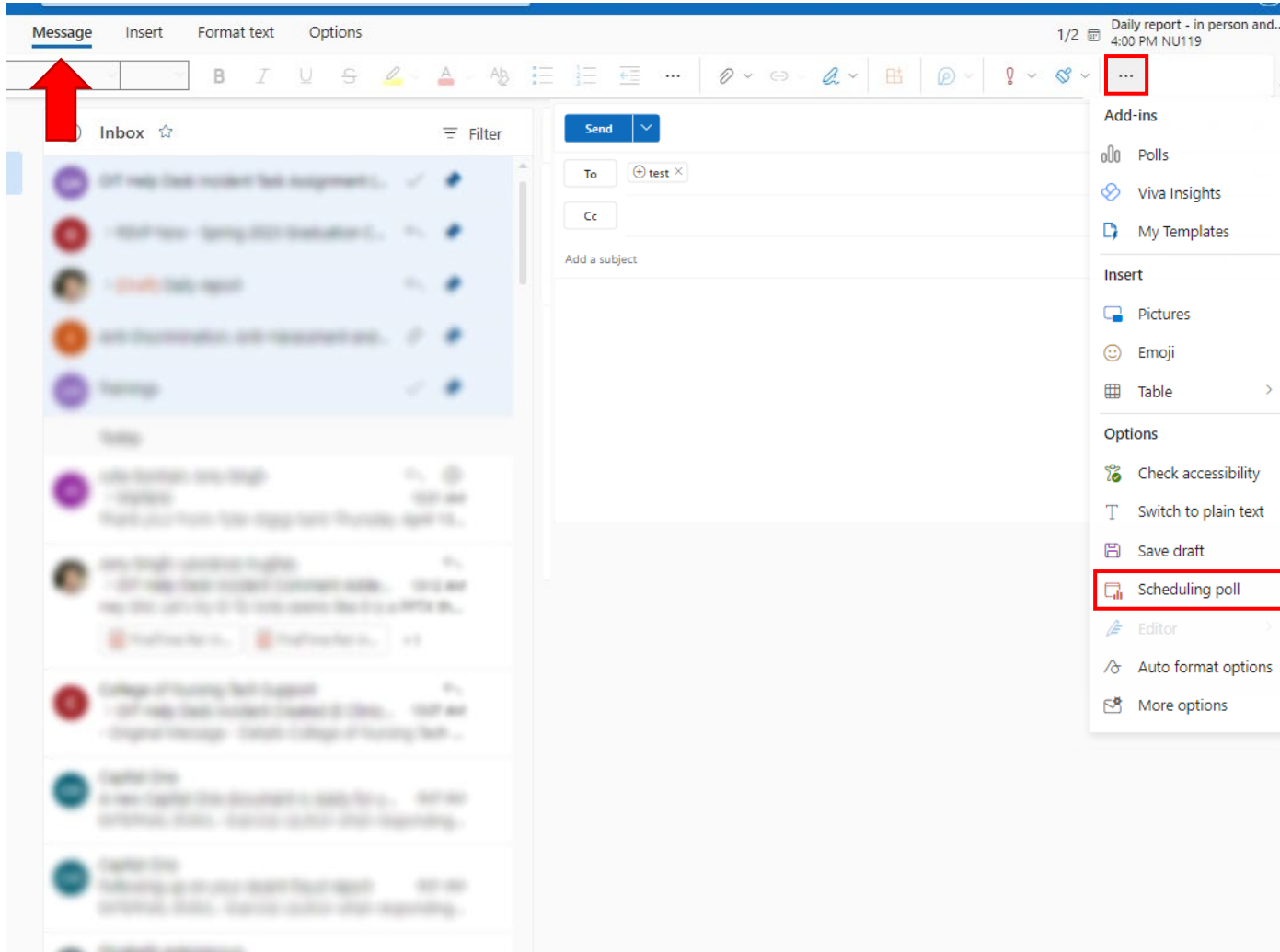
5. Select Dates and Times for meeting and click **Next**

6. (optional) Enter a Location for the meeting

7. Review the Selected times and click **Add to email**



Outlook Web



1. Create a new email.
2. Add the email address of the recipients in either the **To** or **Cc** fields.
3. Click the **ellipsis** to the far right of ribbon then select **Scheduling Poll**



Scheduling poll

View all your polls

Time zone
(UTC-05:00) Eastern Time (US & Ca...)

Duration
00:30 Meeting hours

Date
4/10/2023

Sort by Availability

<input checked="" type="radio"/>	10:30 AM	1002
<input type="radio"/>	11:00 AM	1002
<input type="radio"/>	11:30 AM	1002
<input type="radio"/>	12:00 PM	1002
<input type="radio"/>	12:30 PM	1002
<input type="radio"/>	01:00 PM	1002

1 time selected

Next

Scheduling poll

Selected times
Monday, April 10
10:30 AM

Location
Please enter a location.

Teams meeting

> Manage poll settings

← Back **Create poll**

4. Set the **Duration** of your meeting.

5. Select Dates and Times for meeting and click **Next**

6. (optional) Enter a Location for the meeting

7. Review your Selected times, make sure **Teams Meeting** button is enabled and click **Create Poll**