

# FindTime Poll Instructions



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## **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	>	FindTime Teams meeting
Select times for you Duration 30 minutes V V W (UTC-05:00) Eastern Time	ork hours	Hide poll settings         Notify me about poll updates         Schedule when attendees reach consensus         Hold selected times on my calendar         Lock poll for attendees         Email notifications in FindTime language         Require attendees to verify their identity
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#### 4. Set the **Duration** of your meeting.

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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



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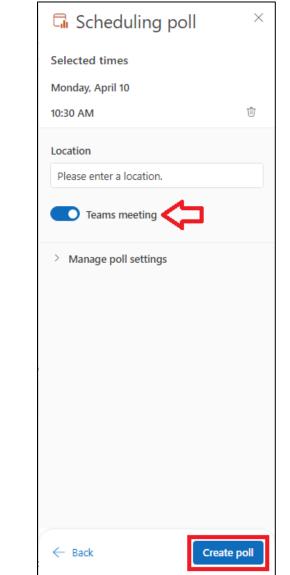
### **Outlook Web**

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



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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**