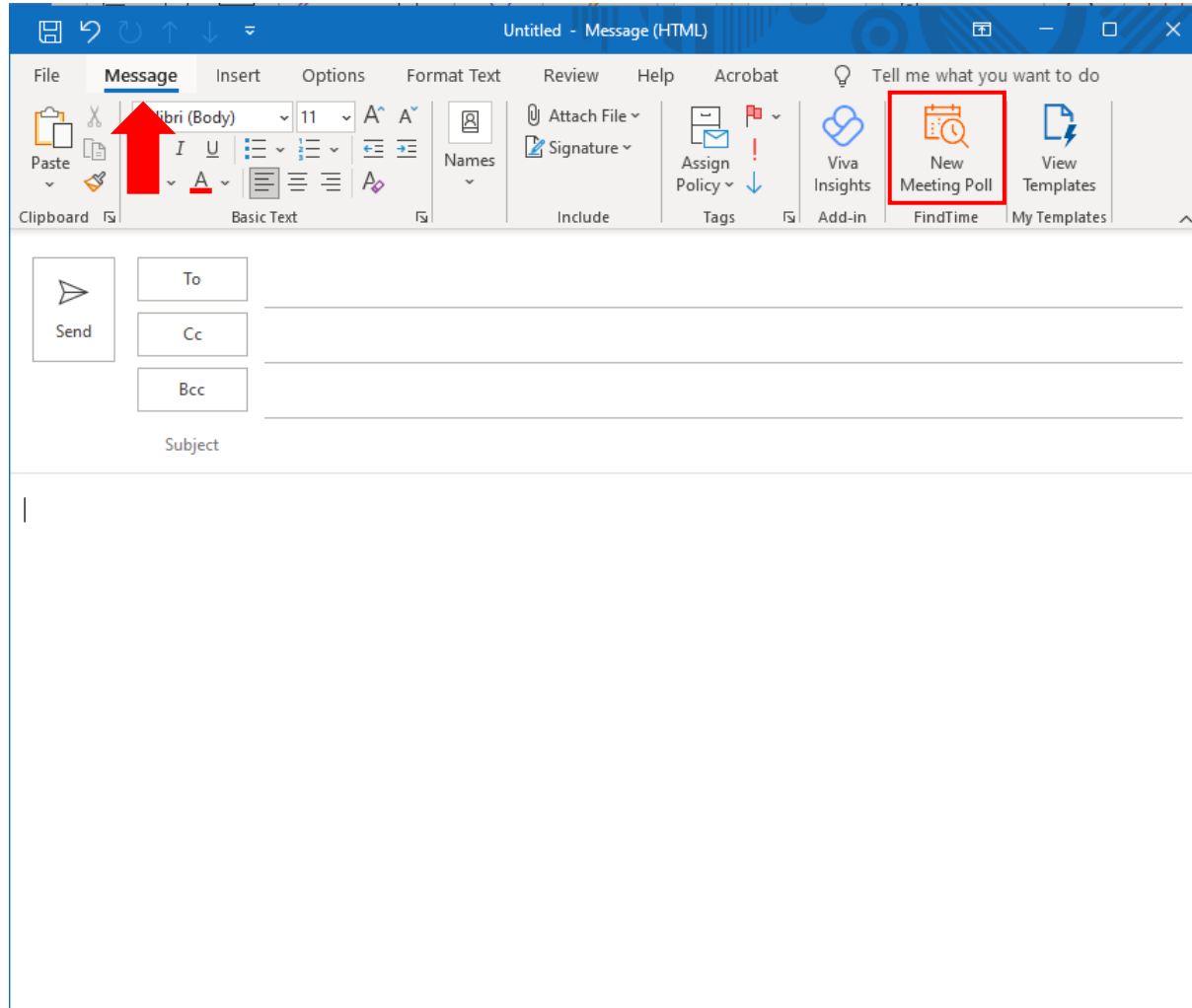# FindTime Poll Instructions

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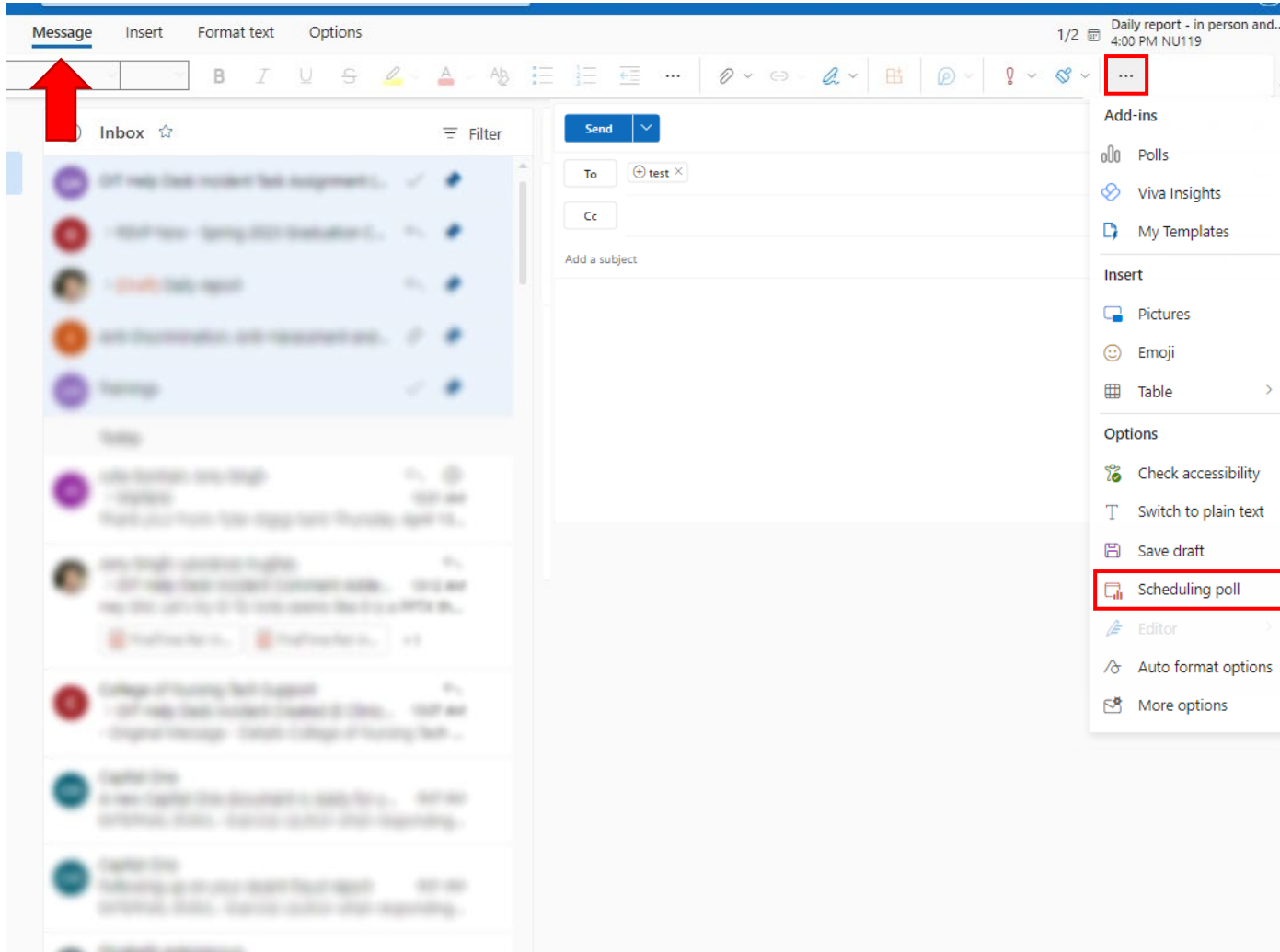
4. Set the **Duration** of your meeting.

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**

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**