

## **Streamline meeting creation with a FindTime poll** <sup>[1]</sup>

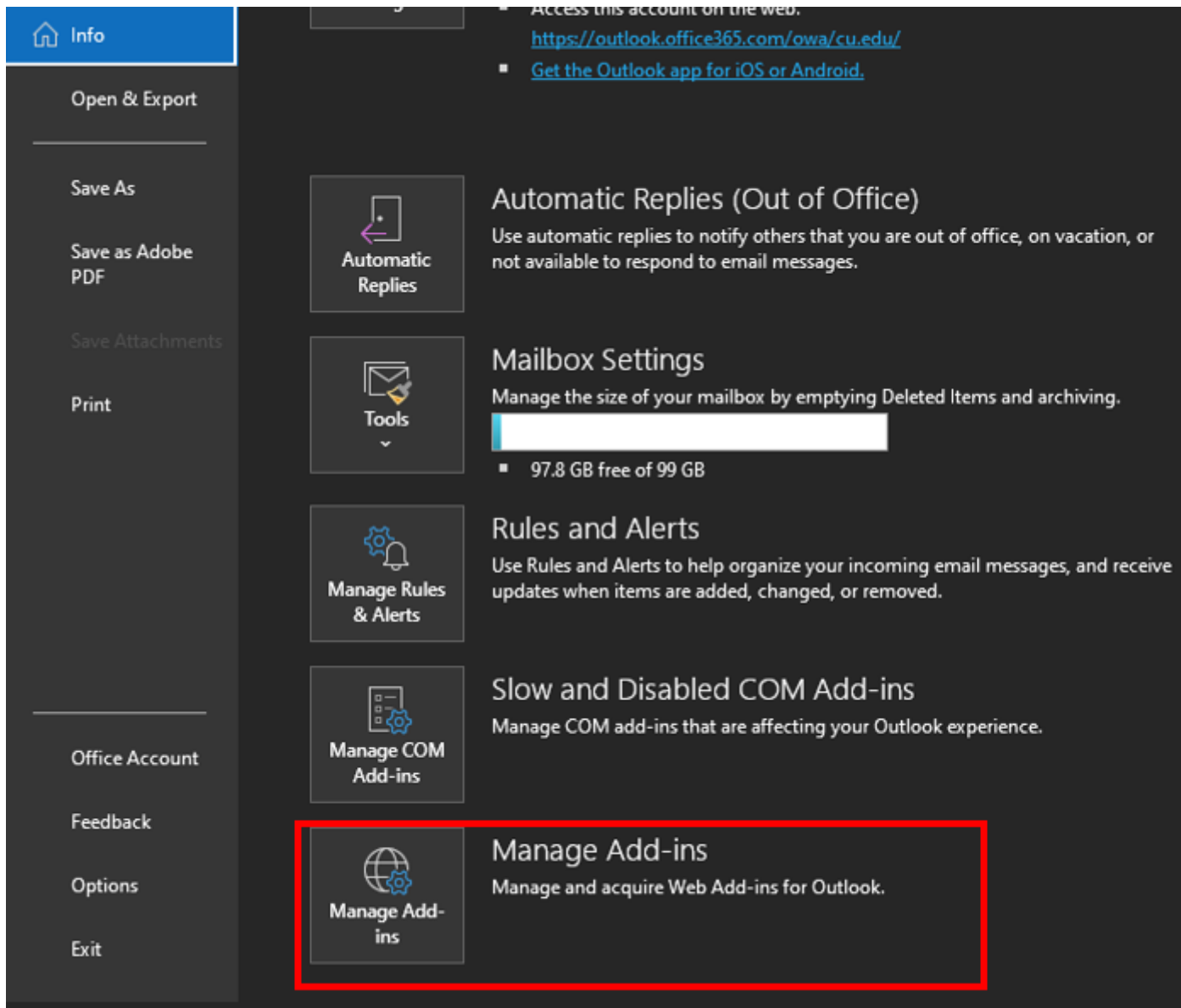
August 1, 2023 by [ES and UIS Communications](#) <sup>[2]</sup>

If you need to send a poll to find a meeting time, there's no need to use third-party tools like Doodle. You can do it faster right from Outlook.

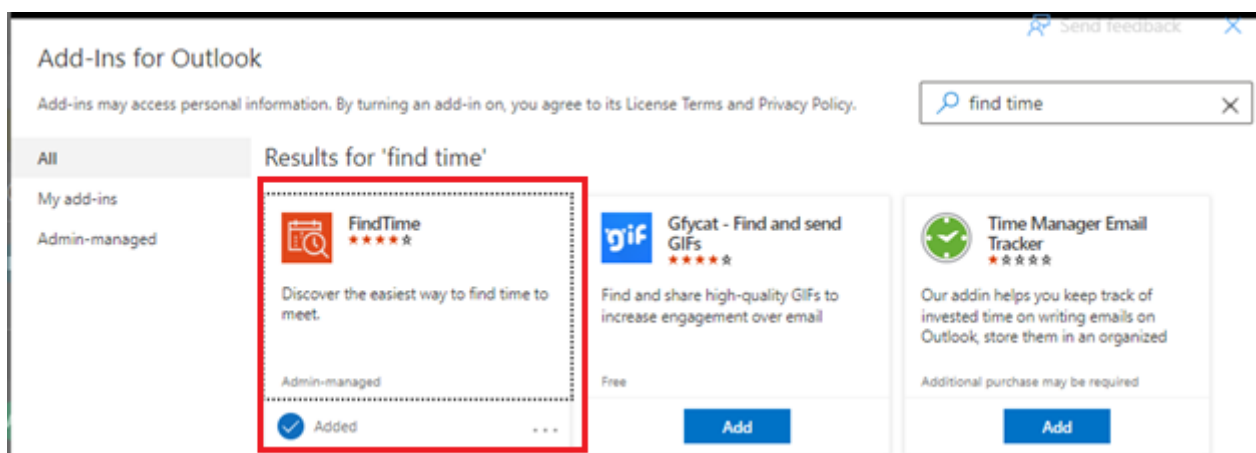
FindTime is an Outlook add-in that intuitively searches availability, allows for multiple time options to be proposed, and sends a poll to all your attendees.

### **Scheduling a meeting in Outlook with FindTime:**

1. In **Outlook**, select **File**, then select **Manage Add-ins** at the bottom of the screen



2. Once in **Outlook Online**, search for **FindTime** and select **Add**.



3. In **Outlook**, when composing a new message, there will now be an option for **New Scheduling Poll**. Click this to use FindTime to set up a meeting poll.

Untitled - Message (HTML) Search

File **Message** Insert Draw Options Format Text Review Help Acrobat


Undo
 Encrypt & Send
 Options
 Paste
 Basic Text
 Names
 Include
 Attach File via Link
 Loop Components
 Tags
 Dictate

Send
 From 
To
Cc
Bcc
Subject

4. Add meeting attendees in the **To** section, optional attendees in the **Cc** section, and nonrequired attendees in the **Bcc** section.

Send
 From 
To 
Cc
Bcc
Subject

5. On the far right side of the ribbon, click **New Meeting Poll**. Select your meeting's duration and a preferred date, then available meeting times will display. Check the times you want to offer and then add additional dates and times as well. When all the options have been selected, click **Next**.





Send

From ▾

ryanne.scott@cu.edu

To

 Cooper Baldwin;  Deirdre O Keating;

Cc

Bcc

Subject

6. Review your selections and click **Create poll**.

Scheduling Poll

Selected times

Wednesday, July 26

9:00 AM

3:30 PM

Location

Please enter a location.

Teams meeting

> Manage poll settings

← Back


Create poll

7. A poll will be added to your message. Complete your email and send it. You'll be able to review results by opening the message in your Sent messages folder and clicking **View all your polls**.

 Send	From ▾	ryanne.scott@cu.edu
	To	 <a href="#">Cooper Baldwin</a> ;  <a href="#">Deirdre O Keating</a> ;
	Cc	
	Bcc	
Subject		

## Scheduling poll

**Vote: RyAnne Scott | Cooper Baldwin |  
Deirdre O Keating**

 30 minutes duration

 2 time options

**[Vote](#)**

**[View all your polls](#)**

**Note:** You also use Outlook's scheduling assistant to set meetings based on your colleague's availability.

Outlook email <sup>[3]</sup>

**Display Title:**

Streamline meeting creation with a FindTime poll

**Send email when Published:**

No

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[2] <https://www.cu.edu/blog/tech-tips/author/110439> [3] <https://www.cu.edu/blog/tech-tips/tag/outlook-email>