FindTime Scheduler:
A Microsoft Add-in

DIVISION *of* INFORMATION TECHNOLOGY

LOCATION Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698–1095

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This document was created by Sheila Hall, IT Specialist, VSU Division of Information Technology.
Images used were captured via Snipping Tool from live demo. FindTime logo taken from Microsoft FindTime Press Kit.

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FindTime is an add-in to Microsoft Outlook Desktop and Web app that helps make scheduling meetings easier by allowing attendees, including those outside of VSU, to choose and vote on the event date and time that works best for them. Visit https://findtime.microsoft.com/

Overview of Steps
PROPOSE TIMES + EVERYONE VOTES = MEETING SCHEDULED

A. ORGANIZER: PROPOSE MEETING TIME

1. Compose a new email message or reply to an existing message to send invitation.

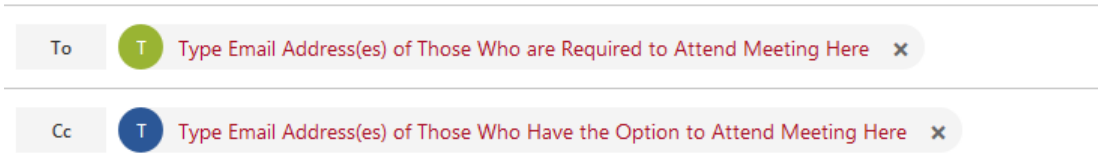**2.** For Outlook 2013, click the **Apps for Office** icon

For Outlook 2016, click the **New Meeting Poll** icon

For Outlook on the Web (Office 365), click the **Add-ins** icon

For Outlook for Mac, click the **FindTime** button in the Apps menu bar

3. Select **FindTime** . *An animated guide wizard will appear.*

4. On the **To line**, type the email address(es) of **Required Attendee**; on the **Cc line**, type the email address(es) of **Optional Attendee**.
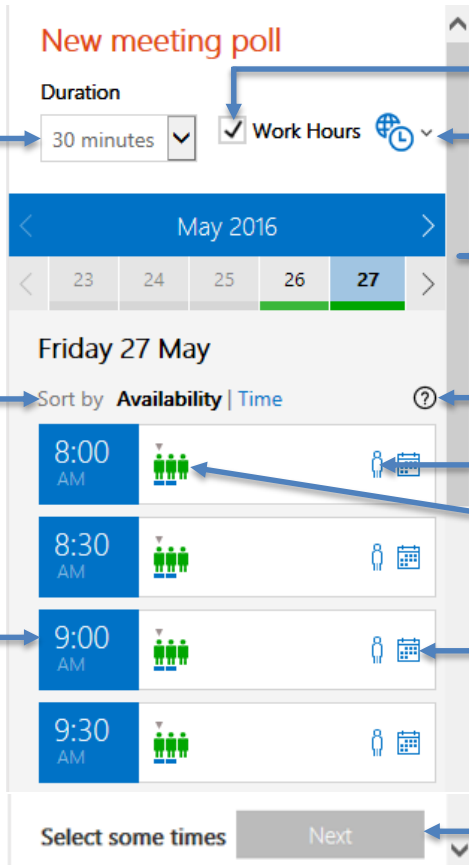
| To | T | Type Email Address(es) of Those Who are Required to Attend Meeting Here | ✕ |
| Cc | T | Type Email Address(es) of Those Who Have the Option to Attend Meeting Here | ✕ |

FindTime automatically displays the **best available days/times for all participants based on Free/Busy data**, when available.

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5. Customize meeting details by clicking on available options and selecting preferred dates/times:

Maximum **Duration** is 23 hours and 59 minutes

Uncheck **Work Hours** for **weekend days**

Select time zone

Navigate **month and days**

Sorting by **Availability** lists best suggestions at the top; Sorting by **Time** lists suggestions in chronological order

View **People** icon legend

Click on the **Attendee Status Tray**, or Hover over a **Person icon** to see corresponding Attendee information

Time box turns **green** when suggested time(s) is clicked; Click again to deselect; **Time** box turns **blue** again

Click the **Calendar** icon to view your calendar information

Click Next to go to next step

6. Type in meeting **Location**, if known. Click **Insert to email** button. Optionally, click **Meeting settings** to toggle ON/OFF the following:

a. **Notifications**: Sends you an email when attendees vote.
b. **Auto schedule**: Automatically schedules a calendar event if all required attendees vote 'yes' for a meeting option. If multiple options are available, the earliest will be scheduled.
c. **Holds**: Adds an appointment to your calendar for each meeting option you suggest. Holds are removed upon scheduling a meeting option or cancelling the poll.

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7. FindTime inserts the meeting table into the body of your message. **Type a Subject**. Optionally, include a personal message in the body. Click **Send**.

📅 You are invited to a meeting	
Organizer	Sheila Hall
Duration	30 minutes
Location	Pine Hall Conference Room
When	1 option provided
	Select options

Click the **Edit options** button to make changes and re-insert proposal into your email. **Note**, you will need to delete manually the original meeting table.
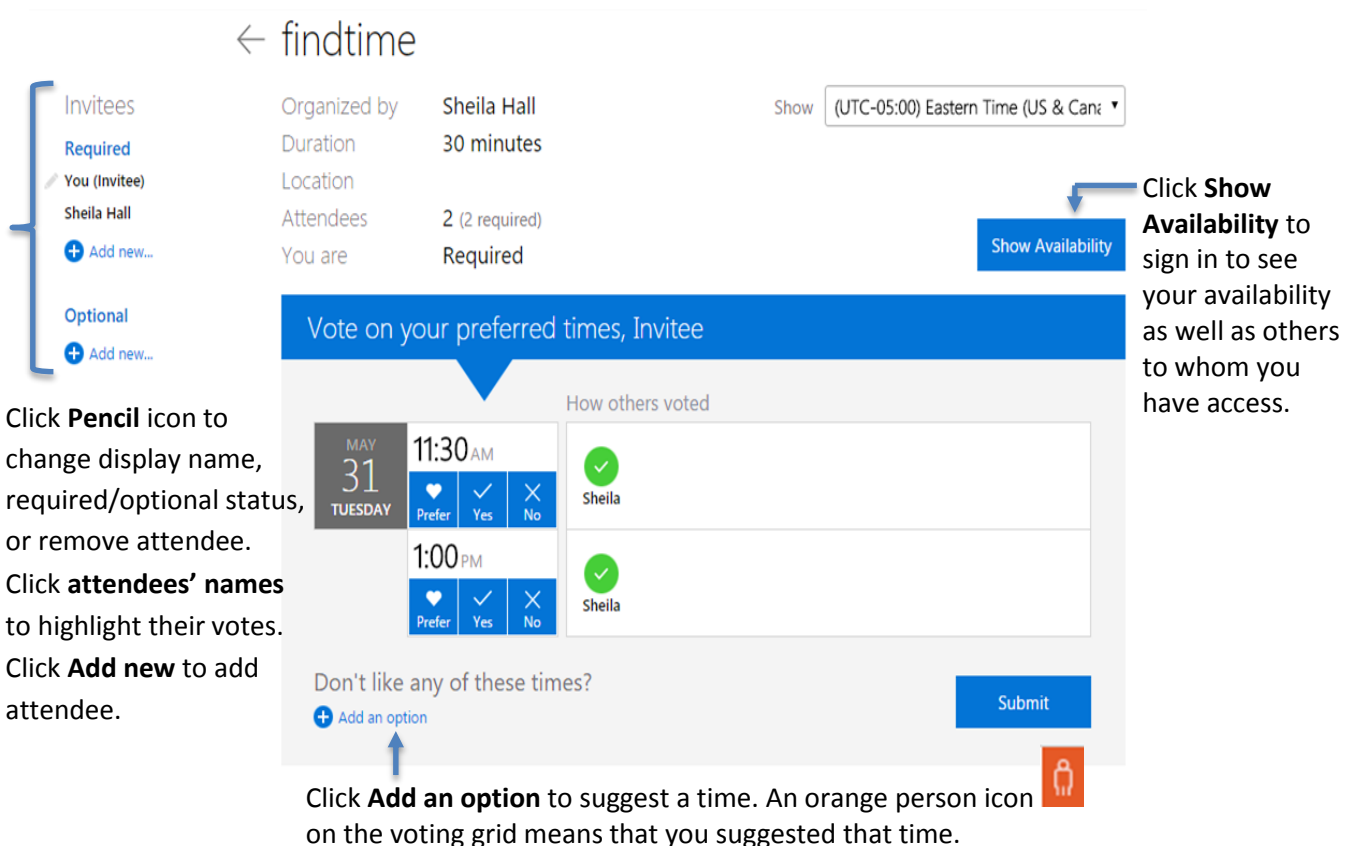
You're almost done!

Hit Send to let the voting begin.

Notifications	ON
Auto schedule	ON
Holds	OFF
Edit options	

B. ATTENDEES VOTE: THE VOTING PAGE

1. Within the email invitation, attendees click the **Select options** button. A web browser window opens to the **Sign-in** and/or **Voting Page**.

← findtime

Invitees	Organized by	Sheila Hall	Show	(UTC-05:00) Eastern Time (US & Cana ▼
Required	Duration	30 minutes		
You (Invitee)	Location			
Sheila Hall	Attendees	2 (2 required)		Show Availability
➕ Add new...	You are	Required		
Optional				
➕ Add new...				

Click **Show Availability** to sign in to see your availability as well as others to whom you have access.

- Click **Pencil** icon to change display name, required/optional status, or remove attendee.
- Click **attendees' names** to highlight their votes.
- Click **Add new** to add attendee.

Vote on your preferred times, Invitee

How others voted

| MAY **31** TUESDAY | 11:30 AM ❤ Prefer / ✓ Yes / ✕ No | ✓ Sheila |
| | 1:00 PM ❤ Prefer / ✓ Yes / ✕ No | ✓ Sheila |

Don't like any of these times?
➕ Add an option

Submit

Click **Add an option** to suggest a time. An orange person icon on the voting grid means that you suggested that time.

2. Use the voting grid to click on your selection(s):

Prefer: *The attendee can make this meeting time and would much prefer this time over others*

Another attendee's preferred vote looks like:

Anne

Yes: *The attendee can make this meeting time*

Another attendee's yes vote looks like:

Chris

> A **bold** name denotes a **required** attendee; a **non-bold (gray)** name denotes **optional** attendee

No: *The attendee cannot make this meeting time*

Another attendee's no vote looks like:

George

Non-vote: *The attendee has not yet voted on this meeting time*

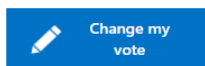Another attendee's nonvoter vote looks like:

John

3. When finished, click **Submit**. A confirmation page appears. Optionally, you can click on **Change my vote** or **Subscribe to my vote**:

Your vote counts!

As soon as a time is agreed upon, you will get an invite.

Change my vote   Subscribe to my votes

Subscribe: Available to those who have an Office 365 Exchange account. Tentative appointments will be added to your calendar when you vote favorably to any invitation. If you change a positive vote to a "no" vote, that hold will be removed from your calendar. When an invite is scheduled, all holds associated with that invite will be removed from your calendar. If an invite is still open, holds for any suggested times in the past will be removed as well. **Note:** At the time this guide was written, the function to *unsubscribe* had not been developed.
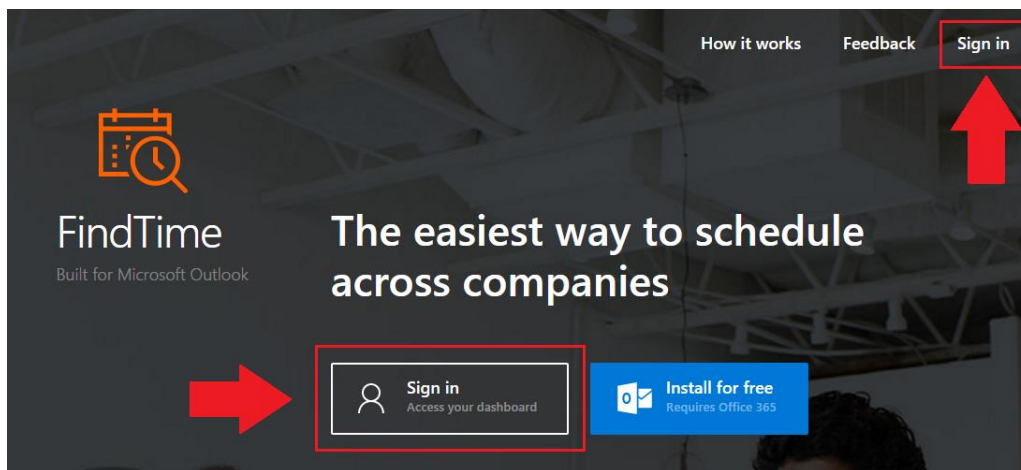
C. MEETING SCHEDULED: FINISHED

FindTime will send you email notifications and automatically place meeting date on your calendar.

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D. FINDTIME ORGANIZER DASHBOARD

The FindTime organizer dashboard and settings page allows the organizer to quickly find and manage invites and to set default settings that will be used when creating new invites.
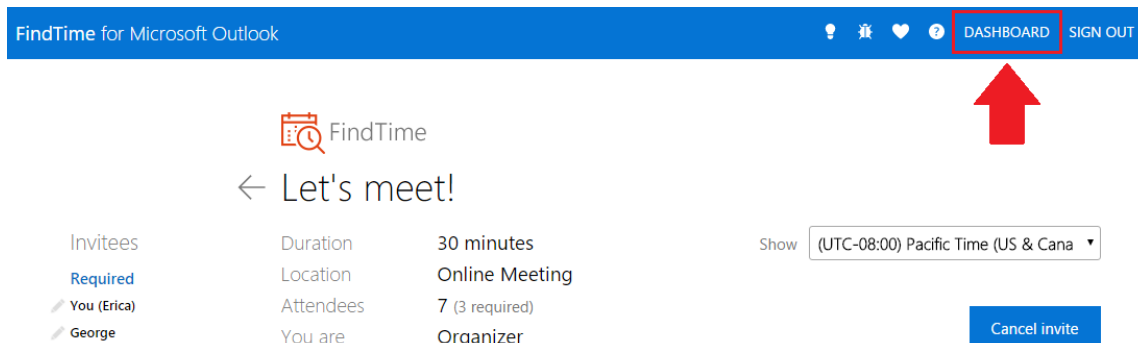
Using your VSU Active Directory/MyVSU credentials, login to the Dashboard by either:

- visiting https://findtime.microsoft.com – the FindTime homepage

-Or-

- using the link on the voting page itself or the confirmation page

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The Meeting Dashboard: View Open, Completed and Cancelled invites as well as the number of Responses. You can also edit the title, location and duration of meetings.

Settings: The Settings link allows editing of Display settings, Invitation Settings, Suggestion settings, and Skype settings.

Visit [Organizer Dashboard and Settings](https://findtime.uservoice.com/knowledgebase/articles/843009-using-the-organizer-dashboard-and-settings) to learn how to use this feature of FindTime.
https://findtime.uservoice.com/knowledgebase/articles/843009-using-the-organizer-dashboard-and-settings

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E. DISABLE FINDTIME ADD-IN

1. Using your Active Directory credentials, log-in to **MyVSU** from **www.valdosta.edu**, and select **VSU Email**.

2. Click on the **Gear icon** in the upper-right corner of the screen > Select **Manage add-ins**

3. Click **My add-ins** category > Select the **On/Off bar** Off next to FindTime in the list.

4. Click **Close**.

F. FINDTIME ONLINE SUPPORT

For more help and to learn about additional features, tricks, privacy concerns, and limitations, visit:

- **FindTime official site**: https://findtime.microsoft.com

- **FindTime feedback forum** at https://findtime.uservoice.com/

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