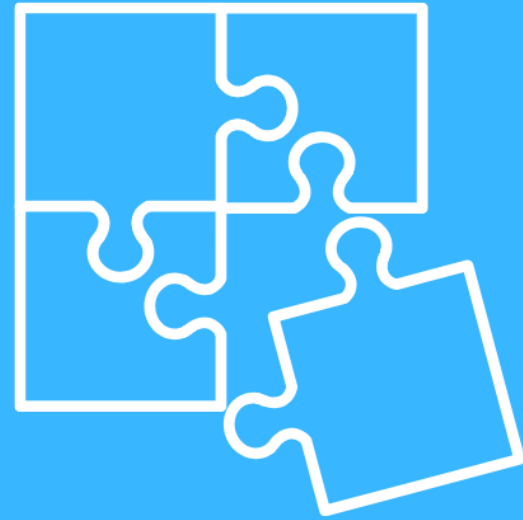ENTERPRISE APPLICATIONS & SOLUTIONS INTEGRATION

CONNECT +LEARN

Lunchtime learning + collaboration
uoft.me/connectandlearn

CONNECT+LEARN
Microsoft FindTime

Today's Connect+Learn session will cover:

- What is FindTime?
- When should I use FindTime?
- How do I access FindTime?
  - Outlook for desktop
  - Outlook online
- Creating a poll in FindTime
- How do I use FindTime to vote on meetings?
- How do I use FindTime to schedule meetings?

What is FindTime?

☐FindTime is an Outlook add-in from Microsoft that can help you and your colleagues find the best time to meet

☐FindTime shows what days and times work the best for you and the attendees using free/busy data.

☐You can propose your selected times to all attendees and allow everyone to vote and quickly come to a consensus on what time to meet.

☐When you reach a consensus, FindTime will send out a meeting invitation to everyone's Outlook calendars
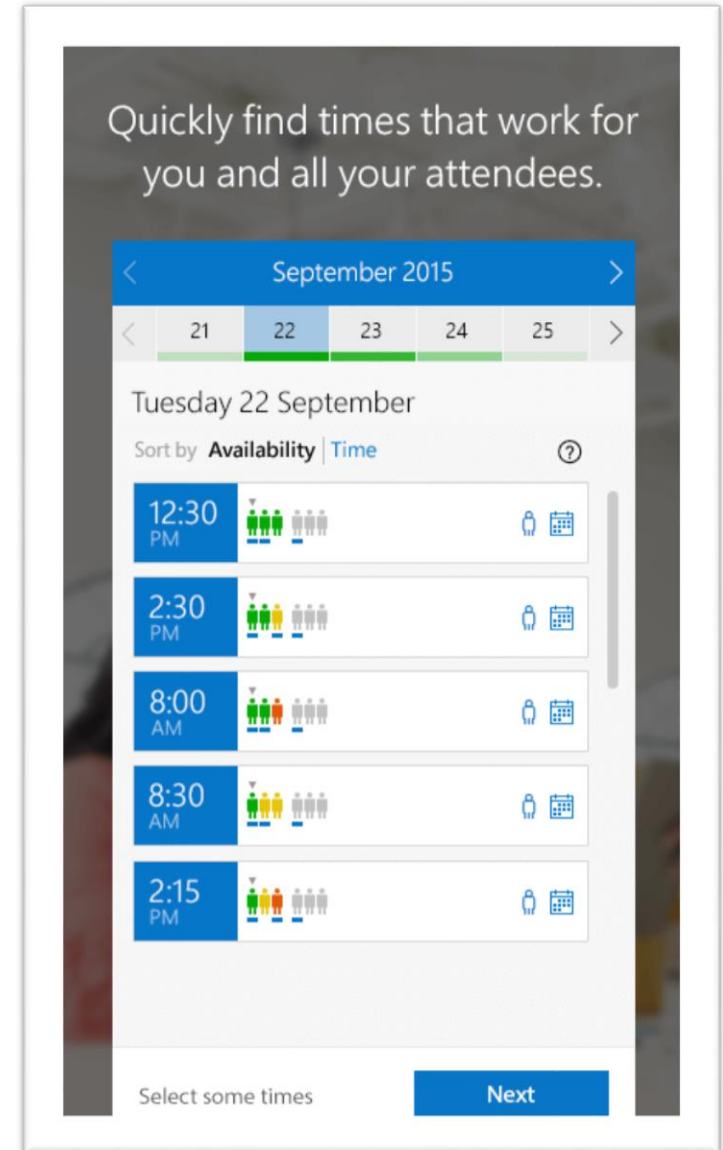
When should I use FindTime?

In instances where you need to plan a meeting for **multiple people** or for a **diverse range of stakeholders**, FindTime could be a great option for you

Microsoft FindTime

- Demo component. Please see session recording.
- Additional information can be found at: https://support.microsoft.com/en-us/office/findtime-articles-ec8304aa-e2a2-4cca-ae4c-5d4d0b4b7dc5.

Questions

Go to **uoft.me/connectandlearn** for more
information and to subscribe to the newsletter.