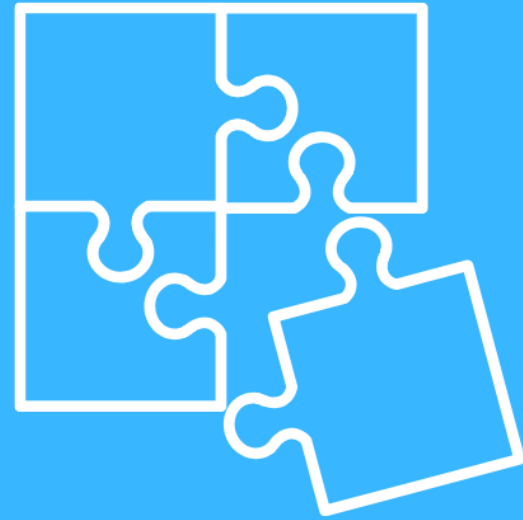


ENTERPRISE APPLICATIONS & SOLUTIONS INTEGRATION

CONNECT + LEARN

Lunchtime learning + collaboration
uoft.me/connectandlearn



CONNECT+LEARN

Microsoft FindTime

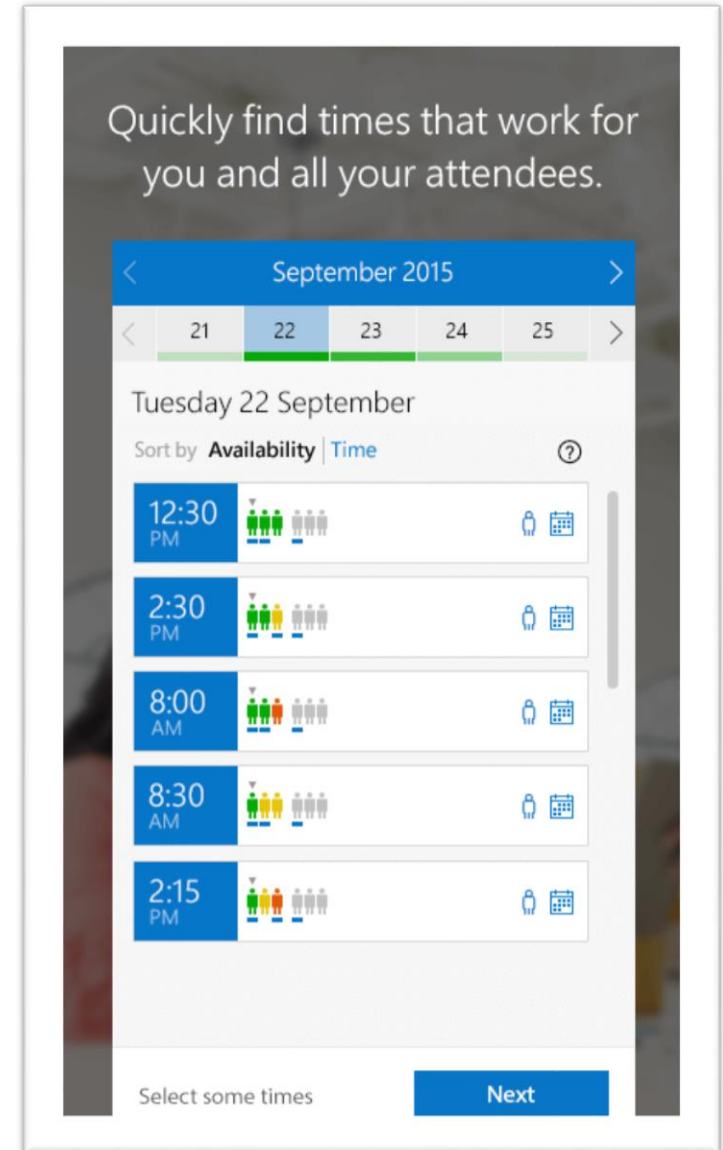
Today's Connect+Learn session will cover:

- 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

The screenshot shows a 'FindTime poll' interface. At the top, it says 'Vote on your preferred times, Ben'. Below this, there are two columns: 'How others voted' and a 'Schedule' button. The poll is for 'Tuesday, March 10, 2020' and 'Friday, March 13, 2020'. The 'How others voted' column shows the status of votes for Abby, Ben, and Bob. The 'Schedule' button is present for each time slot.

Time Slot	Prefer	Yes	No	Abby	Ben	Bob	Schedule
12:00 AM tentative	Prefer	Yes	No	?	×	?	Schedule
1:00 AM tentative	Prefer	Yes	No	?	✓	?	Schedule
0:00 AM tentative	Prefer	Yes	No	?	×	?	Schedule
1:00 PM tentative	Prefer	Yes	No	?	✓	?	Schedule

+ Add a choice

Submit

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.