IT Training and Communication

Technology-related learning opportunities and support for VSU Faculty and Staff

FindTime Scheduler: A Microsoft Add-in
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Images used were captured via Snipping Tool from live demo. FindTime logo taken from Microsoft FindTime Press Kit.
Microsoft FindTime Scheduler

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.


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.

FindTime automatically displays the best available days/times for all participants based on Free/Busy data, when available.
5. Customize meeting details by clicking on available options and selecting preferred dates/times:

- **Maximum Duration** is 23 hours and 59 minutes
- **Sorting by Availability** lists best suggestions at the top; **Sorting by Time** lists suggestions in chronological order
- **Time** box turns **green** when suggested time(s) is clicked; Click again to deselect; **Time** box turns **blue** again

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.
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.**

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.

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**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.

- 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.

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

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

**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**:

**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.
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
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 to learn how to use this feature of FindTime.

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/