

Streamline meeting creation with a FindTime poll [1]

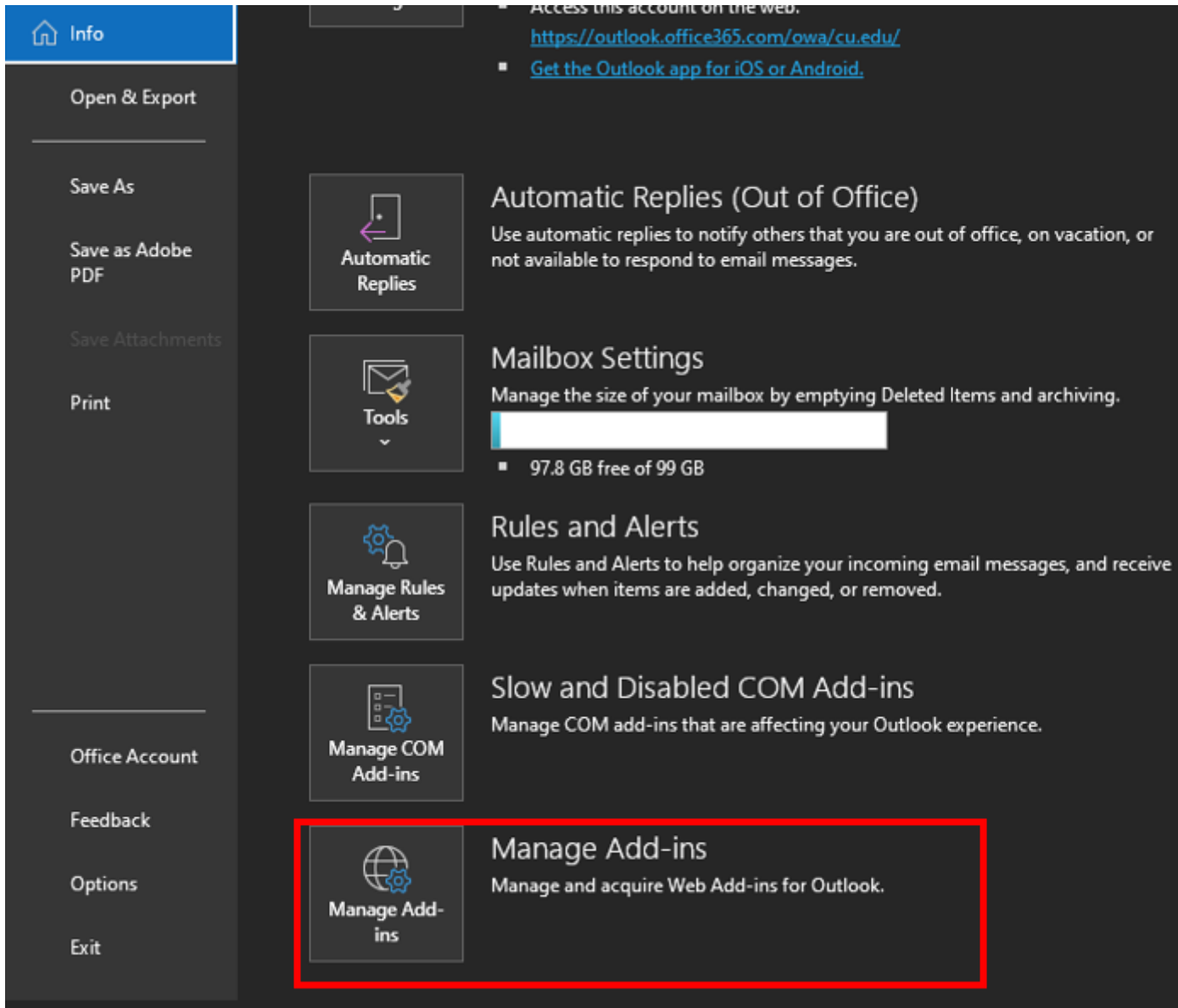
August 1, 2023 by [ES and UIS Communications](#) [2]

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.

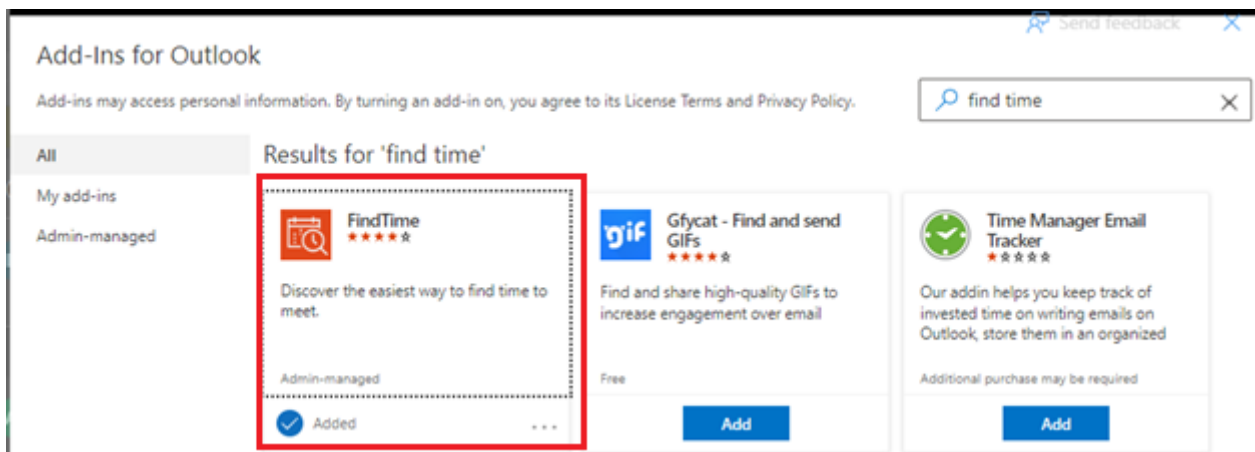
FindTime is an Outlook add-in that intuitively searches availability, allows for multiple time options to be proposed, and sends a poll to all your attendees.

Scheduling a meeting in Outlook with FindTime:

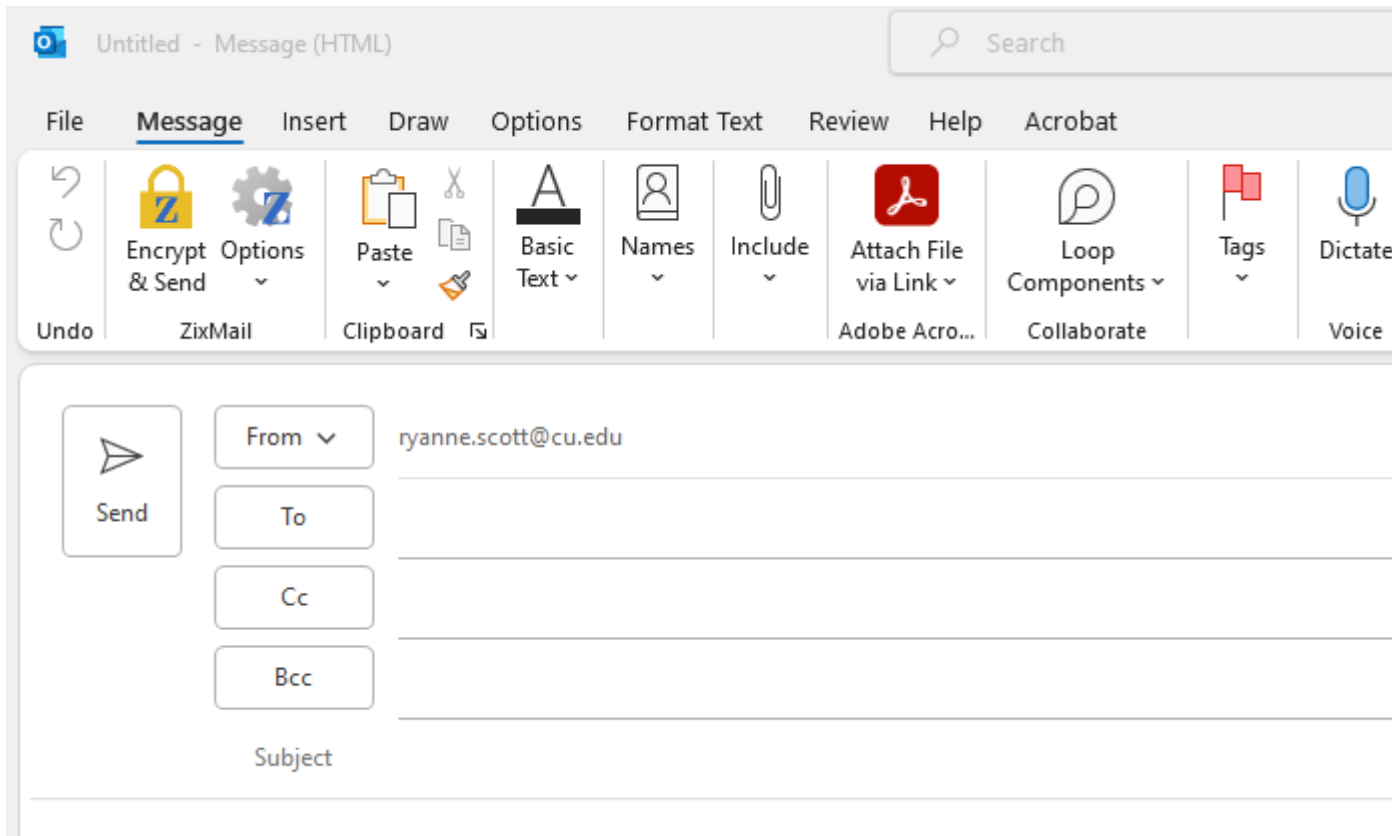
1. In **Outlook**, select **File**, then select **Manage Add-ins** at the bottom of the screen



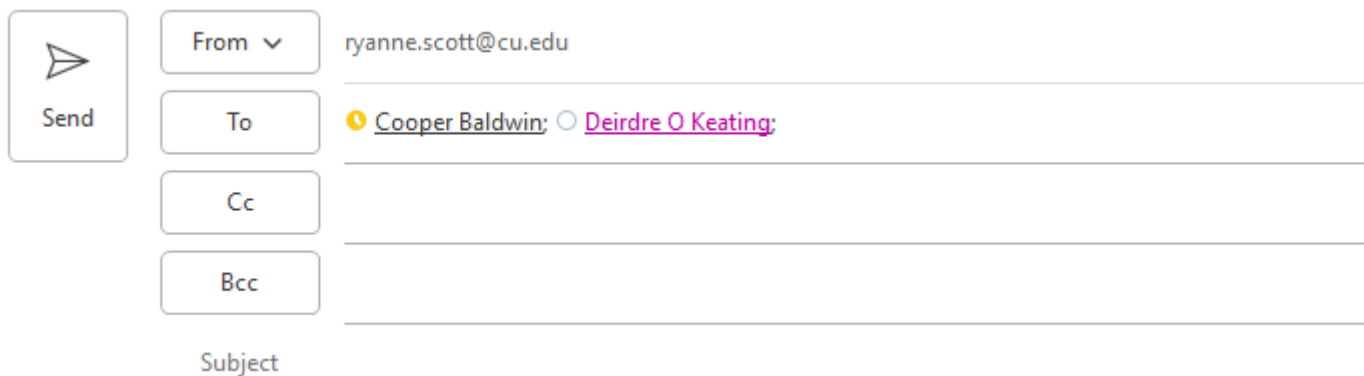
2. Once in **Outlook Online**, search for **FindTime** and select **Add**.




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.





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



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.**


 ryanne.scott@cu.edu

[Cooper Baldwin](#); [Deirdre O Keating](#);

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 [3]

Display Title:

Streamline meeting creation with a FindTime poll

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/tech-tips/streamline-meeting-creation-findtime-poll>

Links

[1] <https://www.cu.edu/blog/tech-tips/streamline-meeting-creation-findtime-poll>

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