Follow the instructions below to schedule meetings using the FindTime add-in for W-Exchange on the web.

1. Compose an email and add the email address of the attendees.

2. Select the ... icon located to the right of the Send button and then select FindTime.

3. You will be prompted to select meeting times and then select Next. You will then be prompted to set meeting settings, and select Insert to email. Note: The location here will not book a room, this still needs to be done within the final Outlook Calendar event through the room scheduler.

4. FindTime will automatically fill in the body of your email with a link for invitees to vote on times but you may still add text to the email.
6. You will receive a confirmation email with links to check the status of your current poll or results of other polls you have created.

Hi Tory,

We are confirming you sent an invite named Invitation to meet.

See status/Update times  See all of your FindTime invites

The FindTime Team @ Microsoft

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7. You will receive an email for each person containing the results of their voting.

An attendee has voted

Dylan Ledbetter has just voted on your meeting.
8. After all of the invitees have voted, FindTime will create a calendar event based on the voting and send it out to all participants.

FindTime will create temporary calendar events titled “HOLD” followed by the name of the meeting. These will stay in place until all attendees have agreed on a time. After all invitees have agreed on a time, FindTime will send out a final calendar event and remove all events with the title “HOLD”.

FindTime Notifications <smnotify@microsoft.com>
Wed 5/29/2019 6:02 AM
Tony Hendrix ✅
Hi Tony,

Your meeting has been finalized
FindTime has arranged your meeting based on attendee voting.

<table>
<thead>
<tr>
<th>Title</th>
<th>FindTime documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>When</td>
<td>Tuesday, June 4, 2019 9:30 AM (Eastern Standard Time)</td>
</tr>
<tr>
<td>Duration</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
</tbody>
</table>

A meeting invite has been sent to all attendees on your behalf.

Thanks for using FindTime!

The FindTime Team @ Microsoft

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