Managing a FindTime Poll

If you have just created a FindTime Poll and sent it to your attendees, you can manage your poll with the FindTime Organizer Dashboard. This dashboard allows you to view your polls, send reminders, add attendees, and so much more.

1. Navigate to https://outlook.office365.com/findtime/dashboard.
2. After successfully logging in, you will see all of your meeting polls displayed. This is your FindTime Organizer Dashboard.

3. To add attendees, send a reminder, propose new times, or to cancel a poll, click the poll's name from the **Meeting Title column**.
4. The next screen will display your meeting's polling details.

Adding Attendees

5. To add attendees to the poll, click "+Add required attendee" and/or "+Add optional attendee" on the right-hand side.

Organizer

You (Takeyra Wagner)

Required Attendees

✎ Richard Robinson

✎ Joshua Ducote

+ Add required attendee ⬅

Optional Attendees

✎ Jason Normand

✎ Suman Sinkhwal

+ Add optional attendee ⬅

6. Next, fill in the attendee's Full Name, Email Address, and select whether the attendee is Required or Optional. Click **Done**.

Add Attendees

Full Name (Optional)

Email Address

☑ Required Attendee

Done   Cancel

Sending Reminders

7. To send a reminder to attendees, click the **Send Reminder** button. A reminder will be sent as soon as you click the button.

Propose A New Time

8. To propose a new time for the meeting, click "+Propose another time" at the bottom left. A window will pop up where you can choose a date and time. You must click "+Propose another time" for each new date/time you want to add to the poll. An email will be sent to attendees for voting on the new time/date.
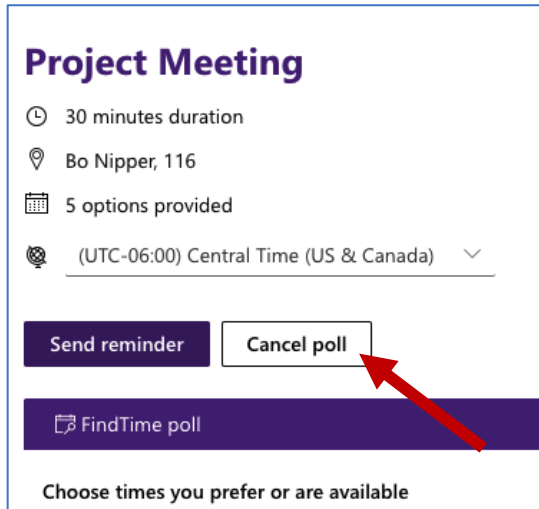
Cancelling a Poll

9. To cancel a poll, click the **Cancel poll** button. A confirmation box will display. Click **Yes**, to cancel your poll.
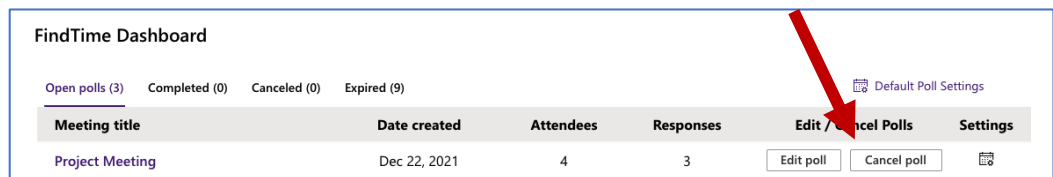
   a. Also, you can cancel a poll from the FindTime Organizer Dashboard. Click **Cancel Poll** to the right of the meeting's title.

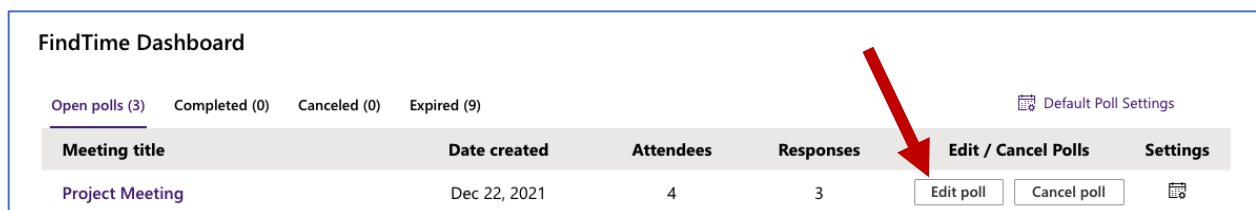## Edit Poll Details

10. To edit the meeting details for your poll, click **Edit Poll** from the FindTime Organizer Dashboard page.

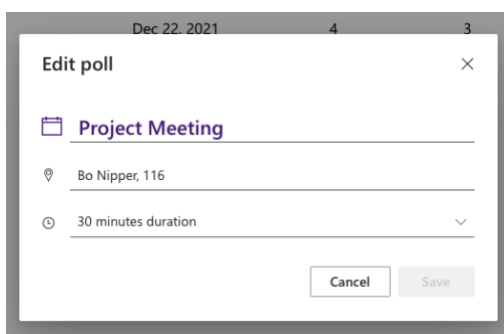11. Next, update your meeting details as desired.