

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.

| FindTime Dashboard | | | | | |
|--------------------|---------------|--------------|-------------|---|----------|
| Open polls (3) | Completed (0) | Canceled (0) | Expired (9) | Default Poll Settings | |
| Meeting title | Date created | Attendees | Responses | Edit / Cancel Polls | Settings |
| Project Meeting | Dec 22, 2021 | 4 | 3 | <button>Edit poll</button> <button>Cancel poll</button> | |

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.

Project Meeting

🕒 30 minutes duration
📍 80 Nipper, 116
📅 4 options provided
🌐 (UTC-06:00) Central Time (US & Canada) ▼

Send reminder Cancel poll

FindTime poll

Choose times you prefer or are available

Thursday, December 23, 2021

| | | | | | | | | | |
|------------------|----------|-------|------|---|---|---|---|-------------|---|
| 8:00 AM Free | ♥ Prefer | ✓ Yes | ✗ No | ? | ✗ | ✗ | ✓ | New meeting | 🗑 |
| 9:30 AM Free | ♥ Prefer | ✓ Yes | ✗ No | ? | ✓ | ✓ | ✓ | New meeting | 🗑 |
| 11:00 AM Free | ♥ Prefer | ✓ Yes | ✗ No | ? | ✓ | ✓ | ✓ | New meeting | 🗑 |
| 11:30 AM Free | ♥ Prefer | ✓ Yes | ✗ No | ? | ✓ | ✗ | ✓ | New meeting | 🗑 |

+ Propose another time

How others voted

Joshua ... Richard... Jason N... Suman ...

| | | | |
|---|---|---|---|
| ? | ✗ | ✗ | ✓ |
| ? | ✓ | ✓ | ✓ |
| ? | ✓ | ✓ | ✓ |
| ? | ✓ | ✗ | ✓ |

Vote

Organizer

You (Takeyra Wagner)

Required Attendees

- Richard Robinson
- Joshua Ducote
- + Add required attendee

Optional Attendees

- Jason Normand
- Suman Sinkhwal
- + Add optional attendee

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

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.

Project Meeting

🕒 30 minutes duration
📍 Bo Nipper, 116
📅 4 options provided
🌐 (UTC-06:00) Central Time (US & Canada) ▾

Send reminder **Cancel poll**

FindTime poll

Choose times you prefer or are available

Thursday, December 23, 2021

| Time | Free | Prefer | Yes | No | Heather... | Joshua ... | Richard... | Jason N... | Suman ... | Action |
|----------|------|--------|-----|----|------------|------------|------------|------------|-----------|-------------|
| 8:00 AM | Free | Prefer | Yes | No | ? | ? | × | × | ✓ | New meeting |
| 9:30 AM | Free | Prefer | Yes | No | ? | ? | ✓ | ✓ | ✓ | New meeting |
| 11:00 AM | Free | Prefer | Yes | No | ? | ? | ✓ | ✓ | ✓ | New meeting |
| 11:30 AM | Free | Prefer | Yes | No | ? | ? | ✓ | × | ✓ | New meeting |

+ Propose another time

Organizer
You (Takeyra Wagner)

Required Attendees

- Richard Robinson
- Joshua Ducote
- Heather Gauthier
- + Add required attendee

Optional Attendees

- Jason Normand
- Suman Sinkhwal
- + Add optional attendee

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.

Send reminder **Cancel poll**

FindTime poll

Choose times you prefer or are available

Thursday, December 23, 2021

| Time | Free | Prefer | Yes | No | Heather... | Joshua ... | Richard... | Jason N... | Suman ... | Action |
|----------|------|--------|-----|----|------------|------------|------------|------------|-----------|-------------|
| 8:00 AM | Free | Prefer | Yes | No | ? | ? | × | × | ✓ | New meeting |
| 9:30 AM | Free | Prefer | Yes | No | ? | ? | ✓ | ✓ | ✓ | New meeting |
| 11:00 AM | Free | Prefer | Yes | No | ? | ? | ✓ | ✓ | ✓ | New meeting |
| 11:30 AM | Free | Prefer | Yes | No | ? | ? | ✓ | × | ✓ | New meeting |

+ Propose another time

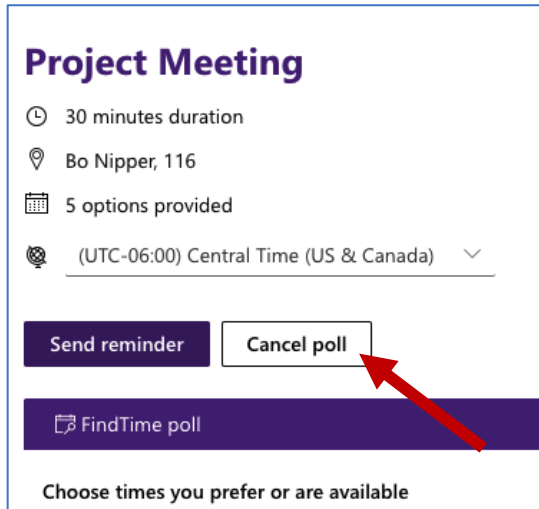
Propose another time

1/4/2022 8:00 AM ▾

Done **Cancel**

Cancelling a Poll

9. To cancel a poll, click the **Cancel poll** button. A confirmation box will display. Click **Yes**, to cancel your poll.



Project Meeting

🕒 30 minutes duration

📍 Bo Nipper, 116

📅 5 options provided

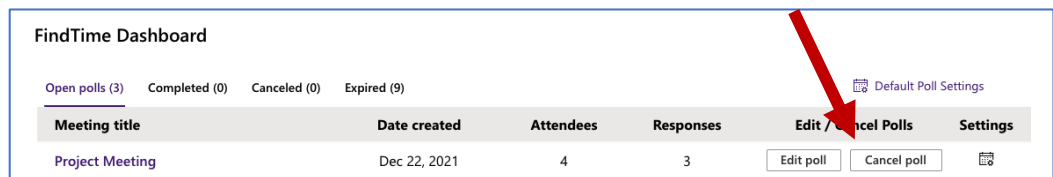
🌐 (UTC-06:00) Central Time (US & Canada) ▾

Send reminder **Cancel poll**

FindTime poll

Choose times you prefer or are available

- a. Also, you can cancel a poll from the FindTime Organizer Dashboard. Click **Cancel Poll** to the right of the meeting's title.



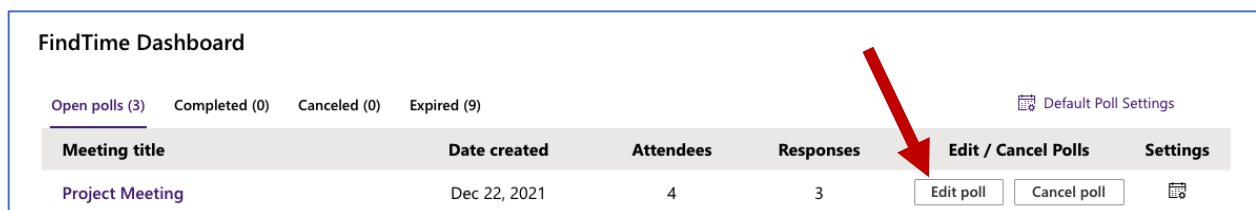
FindTime Dashboard

Open polls (3) Completed (0) Canceled (0) Expired (9)

| Meeting title | Date created | Attendees | Responses | Edit / Cancel Polls | Settings |
|-----------------|--------------|-----------|-----------|-------------------------------------|----------|
| Project Meeting | Dec 22, 2021 | 4 | 3 | Edit poll Cancel poll | 📄 |

Edit Poll Details

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

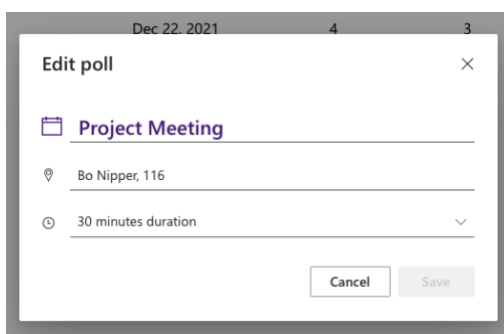


FindTime Dashboard

Open polls (3) Completed (0) Canceled (0) Expired (9)

| Meeting title | Date created | Attendees | Responses | Edit / Cancel Polls | Settings |
|-----------------|--------------|-----------|-----------|-------------------------------------|----------|
| Project Meeting | Dec 22, 2021 | 4 | 3 | Edit poll Cancel poll | 📄 |

11. Next, update your meeting details as desired.



Dec 22, 2021 4 3

Edit poll ✕

📅 **Project Meeting**

📍 Bo Nipper, 116

🕒 30 minutes duration ▾

Cancel **Save**