

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	Edit poll Cancel poll	

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
📍 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	How others voted			
	Joshua ...	Richard...	Jason N...	Suman ...
Thursday, December 23, 2021				
8:00 AM Free	❤️ Prefer	✓ Yes	✗ No	?
9:30 AM Free	❤️ Prefer	✓ Yes	✗ No	?
11:00 AM Free	❤️ Prefer	✓ Yes	✗ No	?
11:30 AM Free	❤️ Prefer	✓ Yes	✗ No	?

+ Propose another time

[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

- 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

- 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**

Organizer
You (Takeyra Wagner)

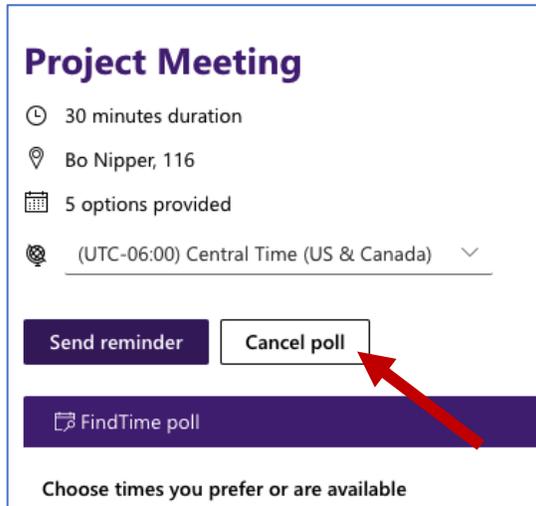
Required Attendees

- Richard Robinson
- Joshua Ducote
- Heather Gauthier

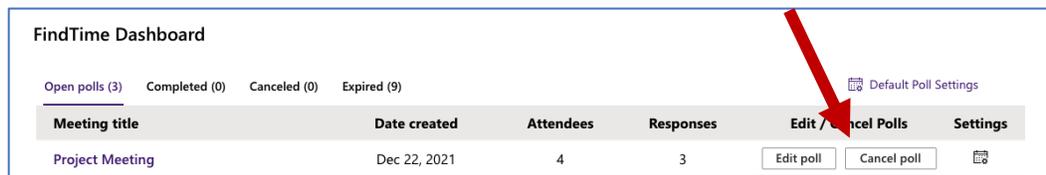
+ Add required attendee

Cancelling a Poll

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

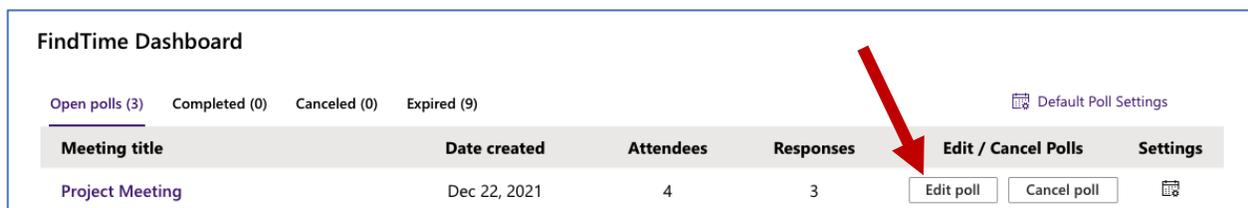


- Also, you can cancel a poll from the FindTime Organizer Dashboard. Click **Cancel Poll** to the right of the meeting's title.



Edit Poll Details

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



- Next, update your meeting details as desired.

