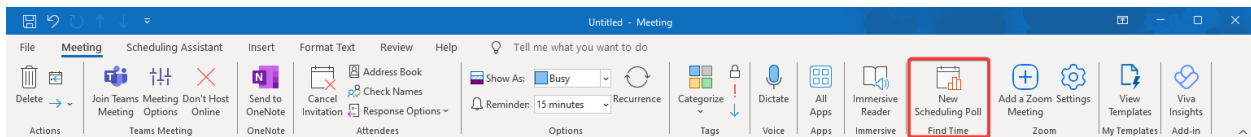


## Simplify Your Meetings Using Outlook's New Scheduling Poll

Are you tired of the back-and-forth emails trying to find a suitable time for meetings? Outlook has introduced a new feature that will make scheduling meetings a breeze – the Scheduling Poll. The Scheduling Poll is a new feature in Outlook that allows you to propose multiple meeting times and let participants vote on their preferred slots. This tool helps streamline the process of finding a convenient time for everyone involved in the meeting.

### How to Use the Scheduling Poll

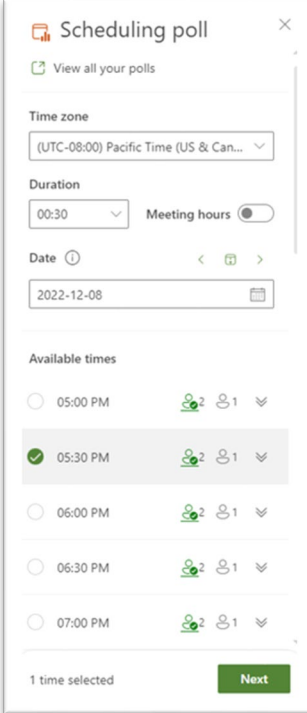
1. **Access Scheduling Poll** in a New Email or Calendar.
  - Create an email or calendar event, add attendees, and select **"New Scheduling Poll"** in the ribbon as shown below



2. **Adjust Meeting Settings.**

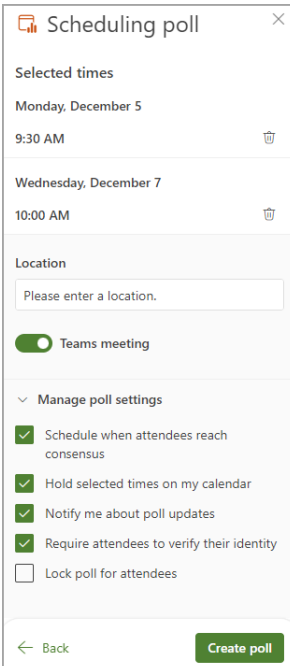
- **Time zone, Duration, Meeting hours, Date selection, and Participant Availability**

3. **Select a few suitable Meeting Times** and click **Next**.



The screenshot shows the 'Scheduling poll' interface. At the top, there is a title 'Scheduling poll' and a close button. Below it is a link 'View all your polls'. The 'Time zone' is set to '(UTC-08:00) Pacific Time (US & Can...)'. The 'Duration' is set to '00:30' and 'Meeting hours' is turned on. The 'Date' is set to '2022-12-08'. Under 'Available times', there is a list of times: 05:00 PM, 05:30 PM (selected with a green checkmark), 06:00 PM, 06:30 PM, and 07:00 PM. At the bottom, it says '1 time selected' and there is a green 'Next' button.

4. **Enter location and Manage Poll Settings** by clicking the dropdown arrow next to **Manage poll settings**.
  - **Consensus Scheduling, Hold Times on Calendar, Poll Updates Notifications, Identity Verification, and Lock Poll**



The screenshot shows the 'Scheduling poll' interface with the 'Manage poll settings' section expanded. It shows 'Selected times' for 'Monday, December 5' at '9:30 AM' and 'Wednesday, December 7' at '10:00 AM'. The 'Location' field is empty with the placeholder text 'Please enter a location.'. The 'Teams meeting' toggle is turned on. Under 'Manage poll settings', the following options are checked: 'Schedule when attendees reach consensus', 'Hold selected times on my calendar', 'Notify me about poll updates', and 'Require attendees to verify their identity'. The 'Lock poll for attendees' option is unchecked. At the bottom, there is a 'Back' button and a green 'Create poll' button.

5. **Create Poll:** Inserts poll details into your email or meeting invitation.
6. **Send:** Start the voting process.

Use Outlook's Scheduling Poll to save you from the hassle of multiple back and forth emails. To make the most of this feature, propose multiple time slots, set a deadline for responses, and follow up with participants if needed. You can quickly finalize a meeting time that suits everyone and make the scheduling process more efficient. Give it a try and see how it can simplify your workflow. If you would like more detailed information about this new Outlook tool, scan the QR code below.



-Megan