

# GSD. Outlook - FindTime Add-in in Outlook

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General Information:

Possible symptoms/errors:

User wants to know how to Enable FindTime Add-in in Outlook

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

FindTime is an Outlook add-in which is used for scheduling meetings. It makes it easier to schedule meetings by allowing invitees to vote on suggested meeting times. There are two options in enabling this add-in.

Details:

Option 1

Advise user to open Outlook, Click on the File tab and then select Manage Add-ins. User can also directly go to this link: <https://outlook.office.com/owa/?path=/options/manageapps>

User must select their account. If they are using an account other than the Windows account assigned to them, they will be asked to enter their email address and password again. Then user must click Login.

It will open Add-ins for Outlook window.

Inform user to search FindTime on the Search bar. Once found, user must click on it.

On the next window, advise user to click on Add button under Findtime.

User must close and relaunch the Outlook application for the settings to be applied. They will now find the FindTime option at the top right of the Outlook ribbon.

Option 2

Advise user to open Internet Explorer and to log on to <https://outlook.office365.com/ecp/>.

User must log in using your Fresenius email when prompted. Guide user to click add-ins.

Inform user to find and to select FindTime on the list of add-ins then click Enable.

FindTime should now be activated.

User must restart Outlook and see if they can start using this add-in.

Assignment Group:

Int\_WW\_Collaboration\_WPaaS\_SLS\_FDT

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

<https://outlook.office.com/owa/?path=/options/manageapps><https://outlook.office365.com/ecp/>.