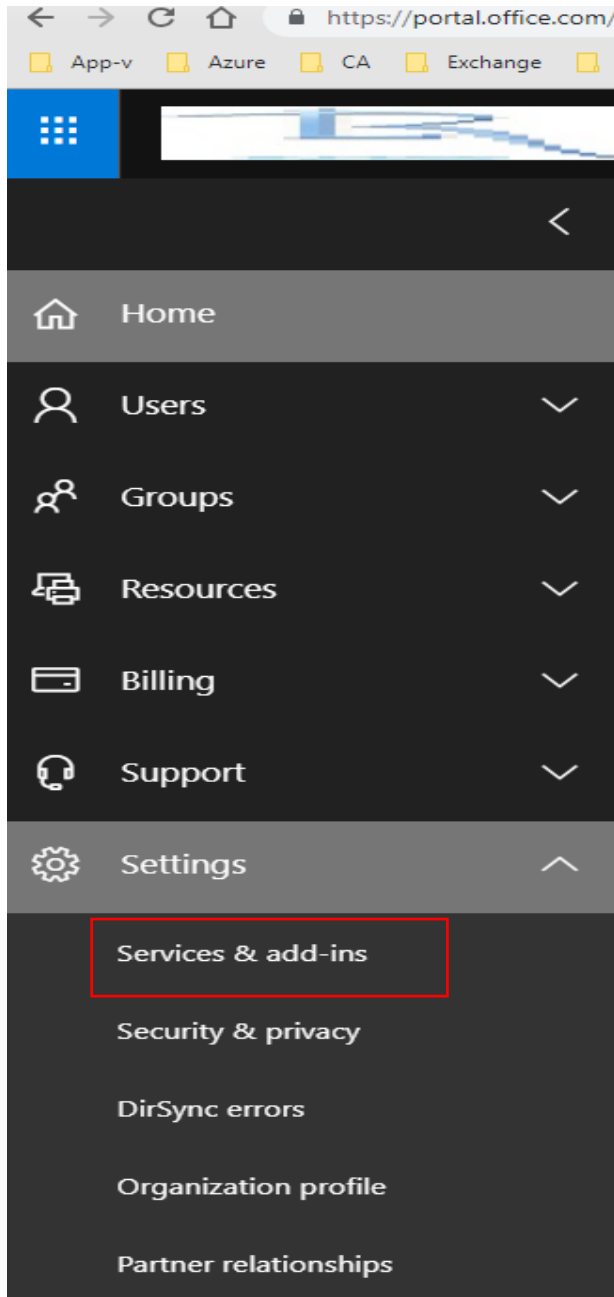


FINDTIME ADD-IN / PLUG-IN FOR OUTLOOK

If you want your users to be more productive then this Add-in or Plug-in for Outlook is great. This can be deployed by Office 365 Admin from Admin Center.

First login to Office 365 portal as Admin and then go to



Home > Services & add-ins

+ Deploy Add-In

View

All

Search

Search for add-ins and services

Name

Host Apps

Status

Search for the Add-in and then click Deploy Add-In and follow the instruction. Pretty straight forward and easy. When you look at the details this is what you should see for FindTime.

Property	Value	Action
Status	On Fixed (default)	Edit
Version	2.0.1.0	
Host Apps	Outlook	
Provider	Microsoft Corporation	
Description	Discover the easiest way to find time to meet.	
Capabilities	ReadWrite Mailbox Send Data	
Links	Privacy Policy Terms of Use Get Help	
Who has access?	Everyone	Edit

MS has also drafted email template that you can send to users about this Add-In or Plug-in.

Announcing FindTime - Message (HTML)

From Administrator@ramlan.ca
To someone@example.com
Subject Announcing FindTime

[THIS IS AN ANNOUNCEMENT TEMPLATE FOR YOU TO SEND ON TO ASSIGNED USERS]

The add-in for FindTime has just been deployed to Outlook.

Discover the easiest way to find time to meet.

This has been deployed to you because [ADD EXPLANATION HERE - USER BENEFITS, IMPORTANCE TO YOUR ORGANIZATION ETC.]

You should use this add-in when you [ADD COMMON TASKS WHERE THIS ADD-IN CAN HELP USERS BE MORE PRODUCTIVE ETC.]

To get started, click the add-in icon in the applicable app.

[THIS IS AN ANNOUNCEMENT TEMPLATE FOR YOU TO SEND ON TO ASSIGNED USERS]

The add-in for FindTime has just been deployed to Outlook.

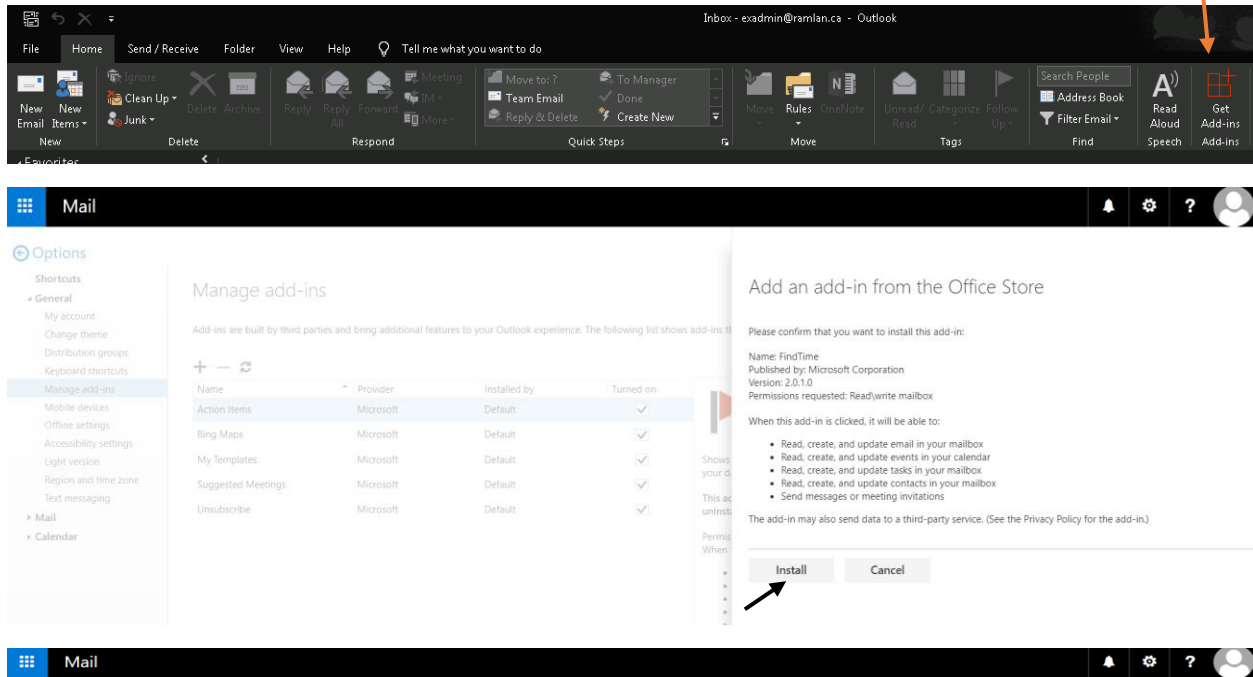
Discover the easiest way to find time to meet.

This has been deployed to you because [ADD EXPLANATION HERE - USER BENEFITS, IMPORTANCE TO YOUR ORGANIZATION ETC.]

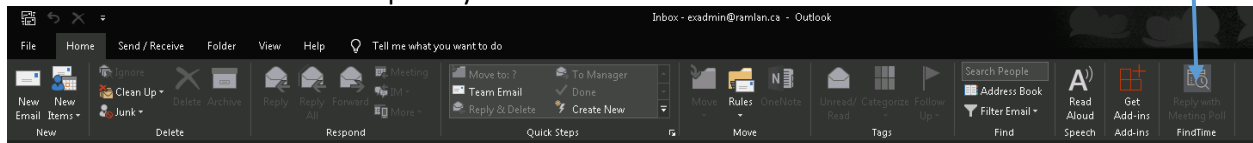
You should use this add-in when you [ADD COMMON TASKS WHERE THIS ADD-IN CAN HELP USERS BE MORE PRODUCTIVE ETC.]

To get started, click the add-in icon in the applicable app.

Users will have to click Get Add-in and then enter their credentials to install. That is, it!



After install close Outlook and open – you will see this.



Below are few links about FindTime.

Thanks

Ram Lan

11th Feb 2019

<https://docs.microsoft.com/en-us/office365/admin/manage/centralized-deployment-of-add-ins?redirectSourcePath=%252fen-us%252farticle%252fDetermine-if-Centralized-Deployment-of-add-ins-works-for-your-Office-365-organization-b4527d49-4073-4b43-8274-31b7a3166f92&view=o365-worldwide>

<https://supertekboy.com/2019/02/09/save-time-with-findtime/#comment-23885>