



Office of
Integrated Information
Technology Services

TIPS & TRICKS

MS Office Apps



Dear SMU Community,

We want to share some tips about Microsoft applications that you may find helpful in this edition.



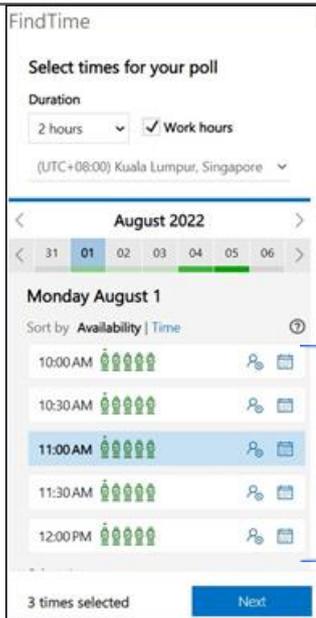
Microsoft Outlook

Outlook – How to easily find the available meeting time slot with Find Time

“*Find Time*” is an add-on feature in your Microsoft Outlook that allows you to find a suitable time slot of your meeting attendees. This feature allows your meeting participants to vote for a preferred date/time. Once voted, “*Find Time*” will automatically send the meeting invite to all meeting participant’s Outlook calendar.

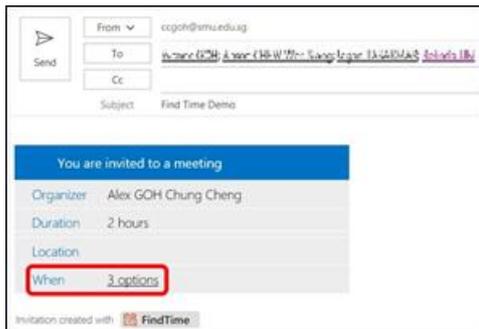
To get started, you will need to install “*Find Time*” on your Microsoft Outlook client. Please follow the step-by-step instruction via this URL (<https://support.microsoft.com/en-us/office/install-findtime-2501ff38-0a47-4dc5-999f-bcca329f0f63>).

1. Once Installed, you will find the icon “*Reply with Meeting Poll*” appear on your Microsoft Outlook’s ribbon.
2. Schedule a meeting in your Outlook’s calendar as usual. After entering the meeting participants, click “*New Meeting Poll*” button on your ribbon to display the “*Find time*” menu as follow:

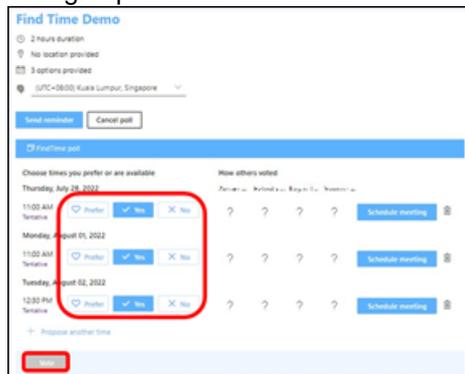


“Find Time” will recommend a few available time slots based on your Meeting duration, you may select one (or few) time slot and click “Next” -> “Add to email” button on the following screen.

- An email will be generated with the following content for you to send it to your meeting participants. Your meeting participants may click the “x options” in the “When” column to vote for their preferred time slot.



- Once “x options” clicked, the following screen will be open on the participant’s browser for voting of preferred time slots.



- Once all has voted, “Find Time” will select the time slots with most votes and automatically generate a meeting invite to all meeting participant’s Outlook Calendar.

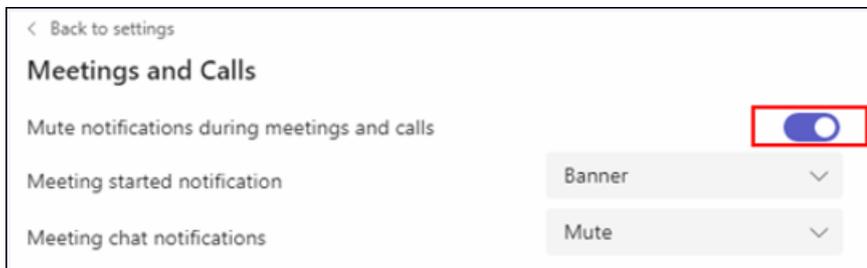
More information about Find Time can be found in <https://support.microsoft.com/en-us/topic/how-to-create-a-findtime-poll-4dc806ed-fde3-4ea7-8c5e-b5d1fddab4a6>.



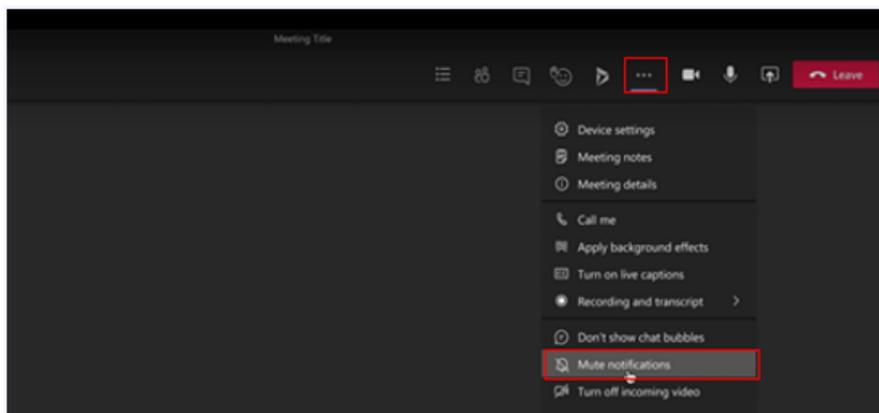
TEAMS – Mute Notifications During Meetings

Receiving messages during Team meetings can lose your focus, especially if you are in an important meeting. To minimise the disruption, you can choose to mute notifications for all meetings or per meeting basis if you do not want to change all meetings' settings.

- A. To turn off notifications during all meetings,
1. Go to Settings > Notifications > Meetings and Calls
 2. Click Edit
 3. Toggle to turn off/on the Mute notifications during meetings and calls



- B. To turn off notifications during a specific meeting,
1. Click on the (...) of the meeting session
 2. Choose Mute notifications from the selection



We hope the above information is useful to you.

Feel free to contact us at Email: helpdesk@smu.edu.sg / Tel: 6828 0123, should you need any clarifications and assistance.

Thank you.

Best regards,
 Alex Goh
 Integrated Information Technology Services