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Outlook: Create a Scheduling Poll

Samantha Starr - 2025-04-07 - [Software](#)

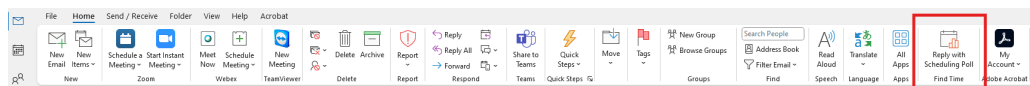
How to Create a Scheduling Poll in Outlook

Minimize back-and-forth emails about available times to schedule meetings.

1. Create a "New email" or select an email to reply with a poll

1. Ensure you have attendees added to a "New email"

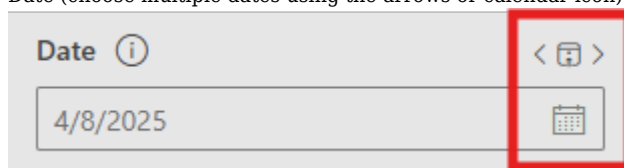
2. Locate and select "New Scheduling Poll" or "Reply with Scheduling Poll" in the ribbon



3. View the "Scheduling Poll" on the right of your Outlook window

4. Customize your polling options

1. Duration
2. Date (choose multiple dates using the arrows or calendar icon)



3. Time (select multiple times by clicking on the options with your availability)

[View all your polls](#)

Time zone

(UTC-05:00) Eastern Time (US & Cana... ▼

Duration

01:00 ▼ **Meeting hours** ☒

Date ⓘ < >

4/8/2025 

Sort by Availability ▼

☐	07:30 AM	 2 ▼
☒	08:00 AM	 2 ▼
☒	08:30 AM	 2 ▼
☒	09:00 AM	 2 ▼
☐	09:30 AM	 2 ▼
☐	10:00 AM	 2 ▼
☐	10:30 AM	 2 ▼
☐	11:00 AM	 2 ▼

3 times selected

Next

5. Select "Next"

6. Further customize your poll

1. View your selected times
2. Designate a location
3. Click the dropdown arrow to view poll settings

Scheduling Poll

▼

✕

Selected times

Tuesday, April 8

8:00 AM

✕

8:30 AM

✕

9:00 AM

✕

Location

Please enter a location.

☒ Teams meeting

▼ Manage poll settings

☒ Schedule when attendees reach consensus

☒ Hold selected times on my calendar

☒ Notify me about poll updates

☐ Require attendees to verify their identity

☐ Lock poll for attendees

← Back

Create poll

7. Select "Create poll"

8. Send your email with your poll

Subject

RE: Testing Poll Option in Outlook

🛡️ No Label ▾

Scheduling poll

Testing Poll Option in Outlook

1 hour duration

1 time option

Vote

View all your polls