

Microsoft Places

Transform your spaces into engaging places with a new AI-powered workplace app for flexible work

Quick User Guide

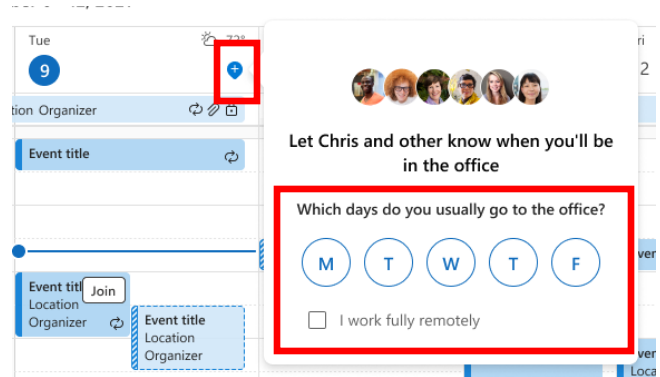
Get started coordinating and connecting with coworkers

December 2024

Step 1: Set up your work plan

From the new unified calendar in Teams or Outlook, **click the work plan icon to set up your work plan.**

Alternatively, you can also set your **Work hours and location** from Outlook calendar settings as well as manage your **location sharing settings** at any time. Enabling "Can view all details" is optional but brings the most value for you and your team.



Step 2: Plan your week and make daily updates using the Places card

When your work plan is remote...

Click the building icon on your Teams or Outlook calendar to access the **Places card** – your one-stop-shop to see:

- **Who else plans to be in the office**
- **Intelligent suggestions** if it is a good day to be in-office based on signals like scheduled in-person meetings.

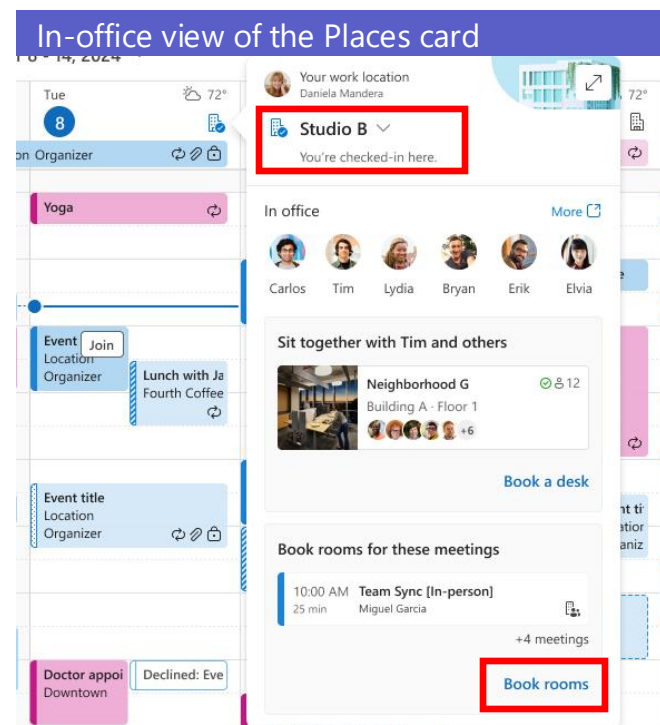
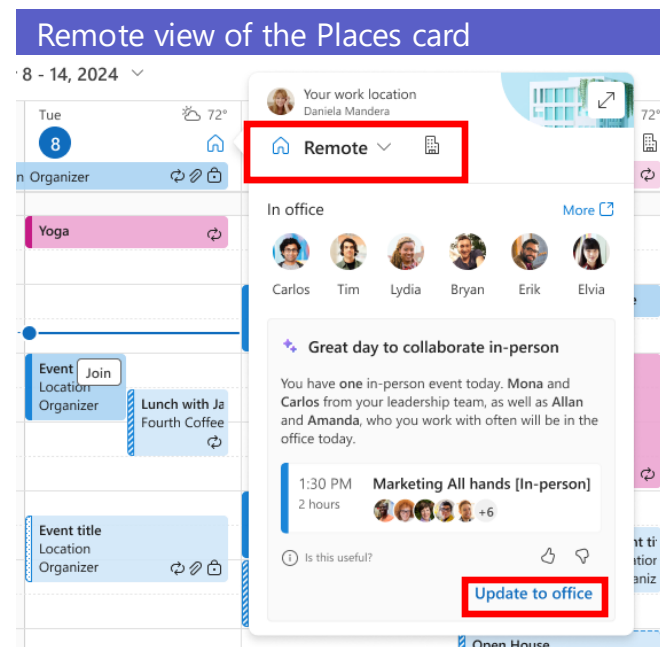
When your work plan is in-office...

From the **Places card**, you'll see:

- **A check-in button**, to verify your workplace presence when you get to the office (*coming soon*)
- **Who else plans to be in the office**
- **Quick-book for desks or rooms**, so you can book the right spaces for all your meetings for the day in bulk at once.

To update your work plan:

- Use the dropdown menu by your planned location in the Places card
- Select **Remote**, **Office**, or a **specific building** to update your location for that day
- Change your **weekly work plan** by clicking the gear icon in the top right corner of the Places card

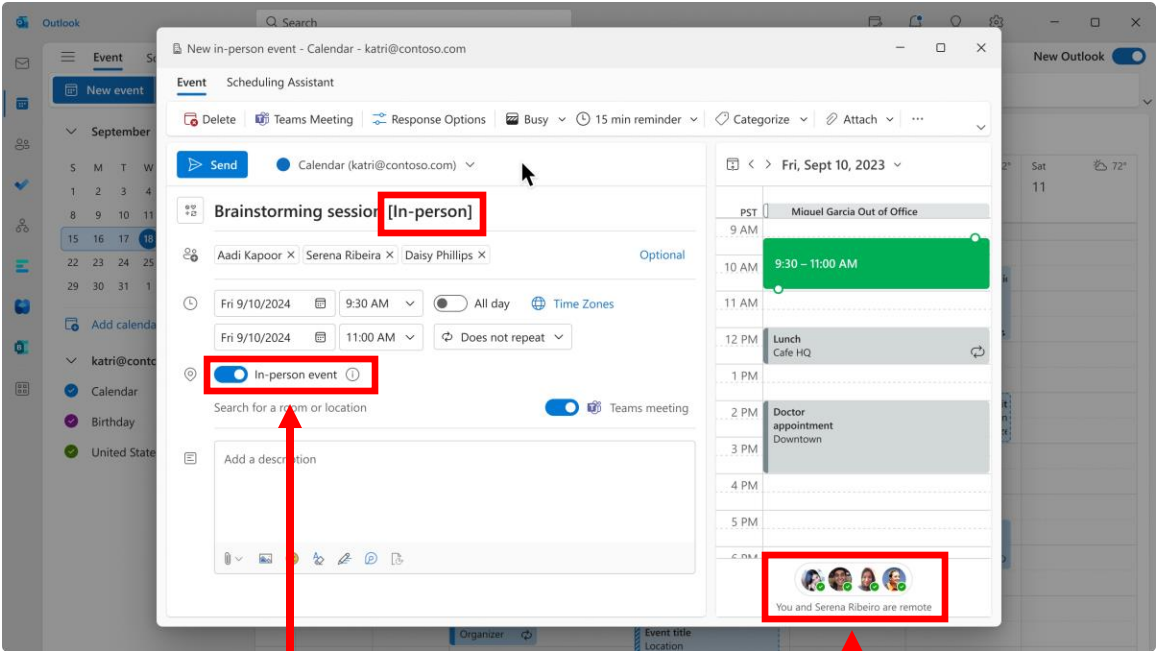


Step 3 : Use location tools for better connections

When scheduling meetings, you can communicate if you'd prefer to meet in-person.

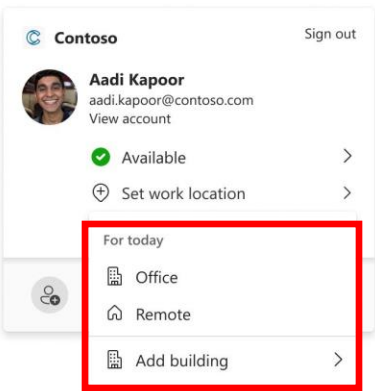
Then, see **where attendees plan to be: in person or remote** and if necessary, adjust timing accordingly.

Participants can respond to the in-person meeting invite by selecting **Accept, in person, Accept, virtually, Accept,** or **Decline.**

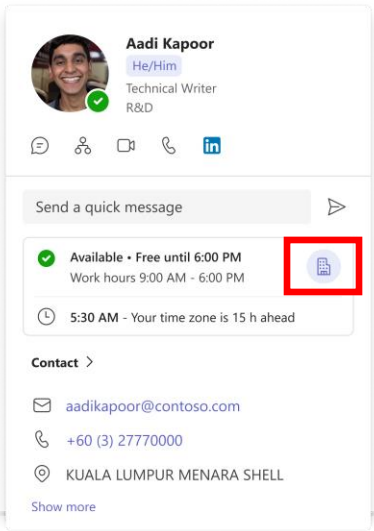


Toggle this will categorize this meeting as an in-person event, encouraging attendees to designate how they will attend.

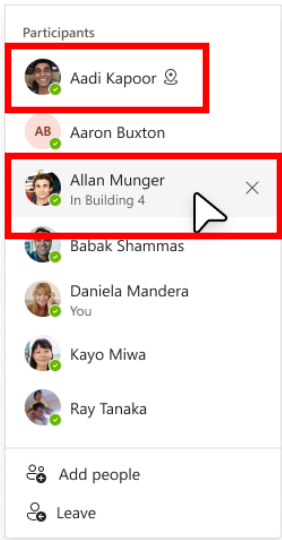
Meeting invitees will be highlighted here and in scheduling assistant as in-office or remote



You can update your work presence for the day through the account manager in Teams



View who is remote or in-office with the location icon in the profile card in Teams



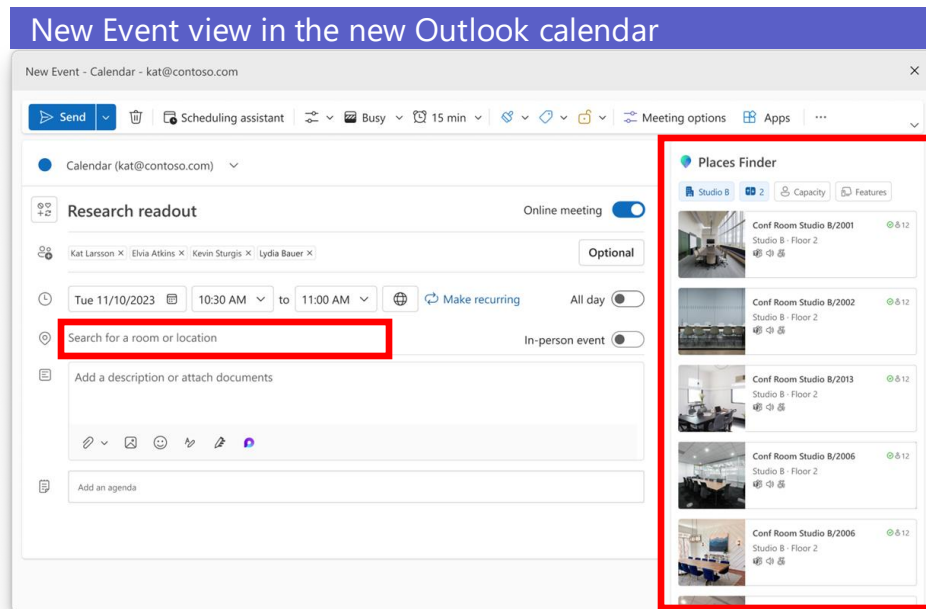
See which collaborators are nearby with the nearby icon, and hover to view location information in the participant list in Teams

Step 4: Book the right space for work quickly and easily (*premium features*)

When booking a meeting room...

In the new calendar in Teams of Outlook, click **New Event** to create a meeting.

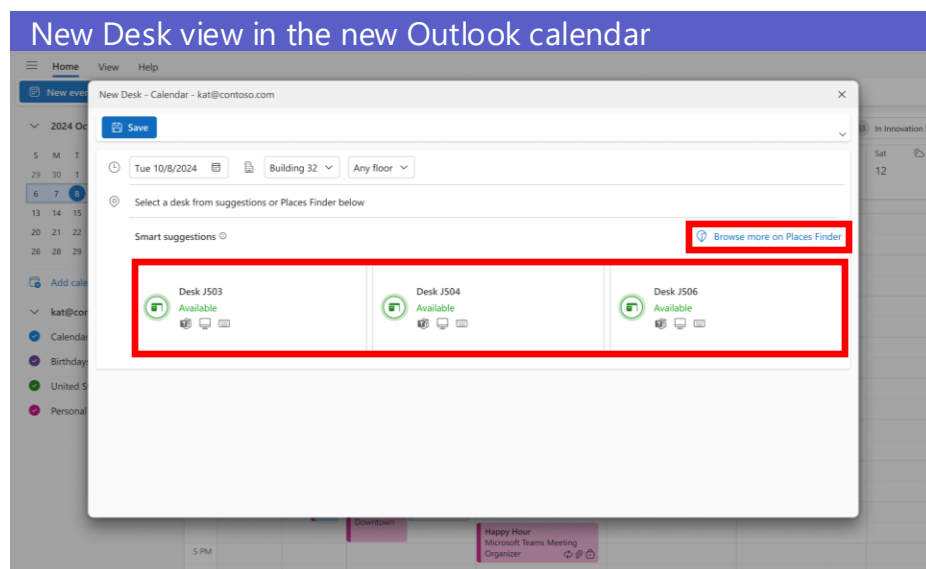
Click the "Search for a room or location" field and click **Browse with Places finder** at the bottom of the list. This will open a side bar of Places finder, where you can view information on rooms, browse & filter, and see photos.



When booking a desk...

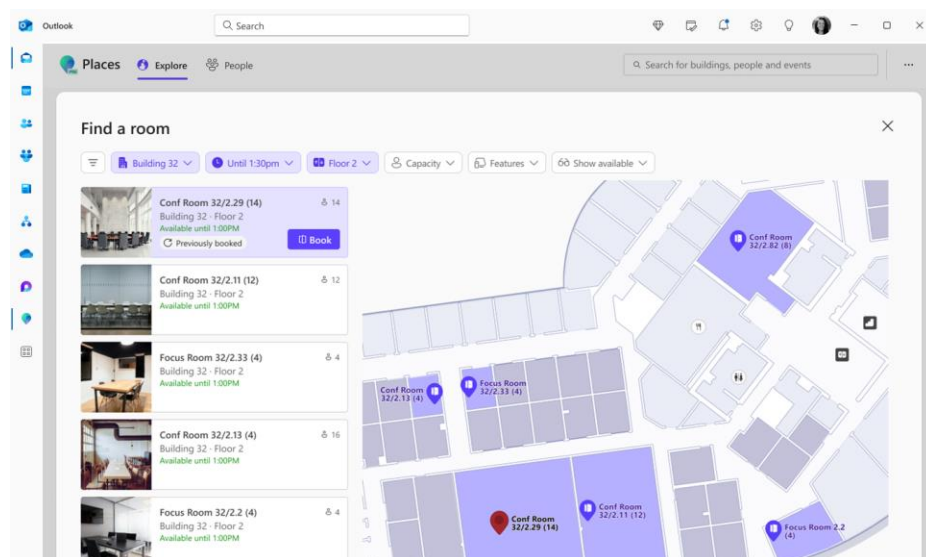
In the new calendar in Outlook, click **Desk** in the dropdown by New Event to book a desk.

Select a desk based on suggestions or click **Browse more on Places finder** to view information on desks, browse, and filter.



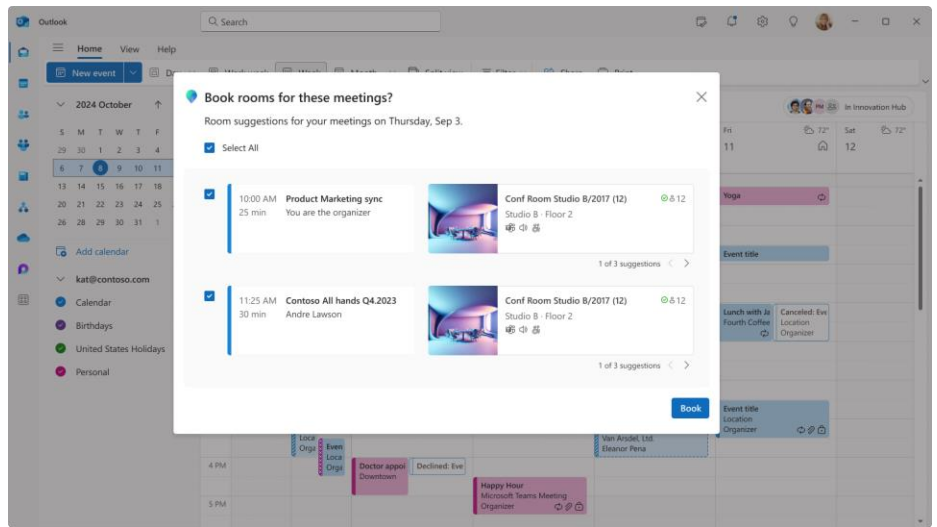
Using the Places app:

Alternatively, in the **Places app** within Teams or Outlook, click **"Help me find a room"** or **"Help me find a desk"** on the Explore tab to open Places finder and view available rooms and desk pools with an interactive map view.



When booking rooms from the Places card...

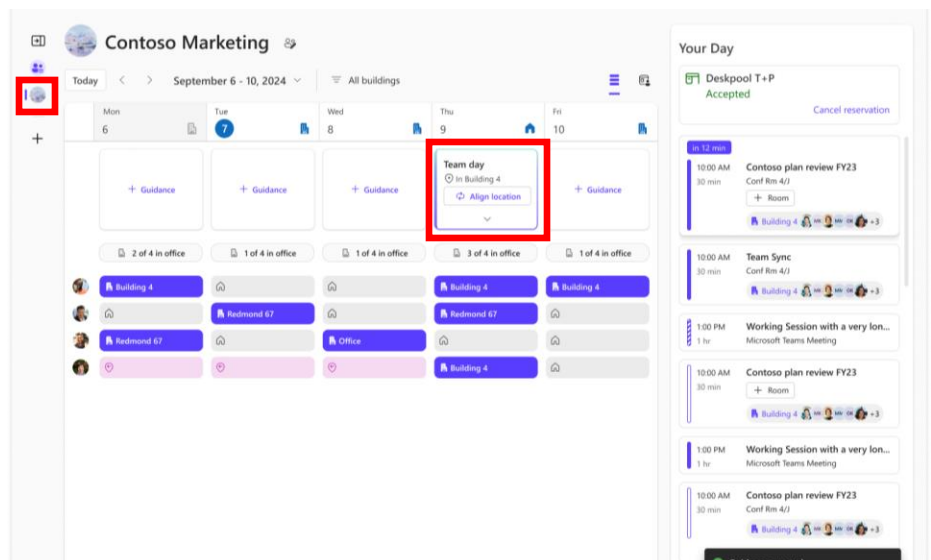
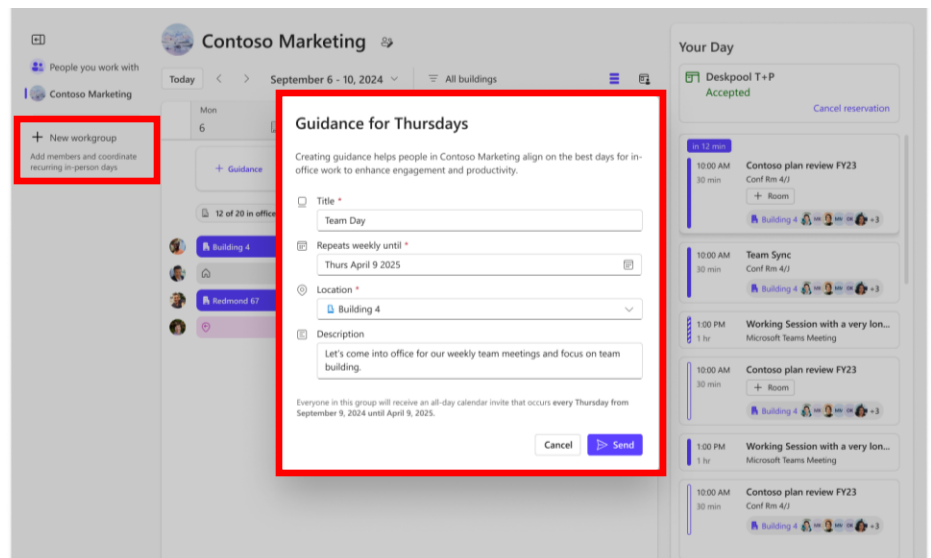
In the new calendar in Teams or Outlook, open the Places card for a day you plan to be in-office. Intelligent suggestions may prompt you to **quick book** rooms for your meetings for the day. Click **Book rooms**, to view room suggestions. Browse available options for each meeting and uncheck meetings that don't need a room. Clicking **Book selected rooms** will book rooms in bulk all at once.



Step 5: Set team guidance to establish a regular rhythm for your team (premium feature)

Create **team guidance** in the **Places app** within Teams or Outlook by clicking the People tab. Then navigate to the lefthand bar to **create a new workgroup for your team guidance**.

After creating the workgroup, click the "+ Guidance" block in the calendar to add guidance for the day. Create a title, cadence, location and description to add context to the suggested team rhythm. **This sends a nonblocking, all-day calendar invite to everyone in the workgroup.**



Team guidance can be seen as an all-day event in the Teams or Outlook calendar and can be viewable in the People tab in the Places app by selecting the workgroup in the lefthand bar.