

Enhance your deployment with new Teams Premium features

Abbie Sweeney & Grayson Taylor





Teams Premium Features

Protected	Personalized	Intelligent	Advanced Meeting Types
<p>End-to-end encryption option</p> <ul style="list-style-type: none"> • Encryption of information at its origin and decryption at its intended destination without the ability for intermediate nodes to decrypt. • If enabled by IT, meeting organizers can leverage E2EE for Teams meetings. Try E2EE for 1:1 Teams calls: https://aka.ms/e2ee <p>Watermark</p> <ul style="list-style-type: none"> • Superimposes an image consisting of a meeting participant's email address onto the shared content they're viewing and over their video feed to help prevent viewers from leaking sensitive or confidential content shared during the meeting <p>Sensitivity Labels for meetings</p> <ul style="list-style-type: none"> • Compliance officers can create sensitivity labels and define what meeting options are affected. • Settings chosen will be enforced to Teams meetings that have this label applied, includes channel meetings and those scheduled in Teams or Outlook • Prevent copy/paste can be enabled for sensitivity labels to protect highly sensitive conversations and prevent leakage of confidential data <p>Who can record</p> <ul style="list-style-type: none"> • Who can record meeting option can help meeting organizers easily manage who can record their meetings 	<p>Meeting templates</p> <ul style="list-style-type: none"> • Meeting templates can be used to configure default values of meeting options and to control which scheduling options are available to meeting organizers (external meetings, Board meetings, etc.) • Templates can be assigned to specific users <p>Branded meetings</p> <ul style="list-style-type: none"> • Customization of meetings with your organization's branding. IT Admins can define a custom logo and background for the meeting pre-join and lobby experience to highlight their brand for all participants (internal and external) <p>Org-defined backgrounds & custom Together-mode scenes</p> <ul style="list-style-type: none"> • Custom tenant level backgrounds and Together-mode scenes that can be uploaded by IT admins to reflect the unique culture and branding of their organization. <p>Custom user policy packages</p> <ul style="list-style-type: none"> • Predefined policies and settings that IT Admins can customize and apply to a group of users who have a similar roles in their organization to simplify, streamline, and help provide consistency when managing policies 	<p>Live Translation for Captions</p> <ul style="list-style-type: none"> • Select live caption translation in your preferred language to enabled all users to fully participate in meetings without language barriers <p>Intelligent Recap: Recording</p> <ul style="list-style-type: none"> • Personalized timeline markers that call out important moments in the meeting such as when your name was mentioned, leave/join events, and screen share events • Auto generated chapters to navigate recordings <p>Intelligent Recap: Transcript</p> <ul style="list-style-type: none"> • Intelligent search with suggested speaker in transcript <p>Intelligent Recap: Action items</p> <ul style="list-style-type: none"> • AI generated tasks during and after meetings 	<p>Premium Webinar & Townhalls</p> <ul style="list-style-type: none"> • Webinars – structured & interactive presentations to a broader audience • Townhalls – One-2-many format streaming, using advanced production tools and structured management <p>Microsoft eCDN for live events</p> <ul style="list-style-type: none"> • eCDN providers can used for Teams Live Events (and eventually Overflow) to help reduce network strain/saturation on corporate networks during high-bandwidth events <p>Virtual appointments</p> <ul style="list-style-type: none"> • Premium analytics that drive business insights and key investments • Customized meeting treatment that promotes a more personalized virtual experience • Walk-in appointments that expands service reach and generates demand

Protected

End-to-end encryption

Scenarios for E2EE Meeting

What's included:

- E2EE for Audio/Video meetings up to 50 participants
- Screen share

Features disabled with E2EE:

- Recording
- Transcription
- Together Mode
- Large Gallery
- Large Meetings
- PSTN Scenarios

E2EE + Compliance Recording

Users that have Compliance Recording enabled will not be able to join E2EE Meetings

Try E2EE for 1:1 Teams calls: <https://aka.ms/e2ee>



Views



00:12



People



Chat



React



Rooms



Apps



More



Mic



Camera



Share

Leave



Verify end-to-end encryption code

This meeting is end-to-end encrypted if the numbers below are the same for all participants.

2394 9849 2144 5922 8103

Updated 2 minutes ago

Serena Davis

Babak Shammass

Charlotte de Crun

END-TO-END ENCRYPTION

In-meeting verification

Users can verify the encryption by clicking the shield icon to display the encryption code.



00:12



People



Chat



React



Rooms



Apps



More



Mic



Camera



Share



Leave



Encryption code has been updated

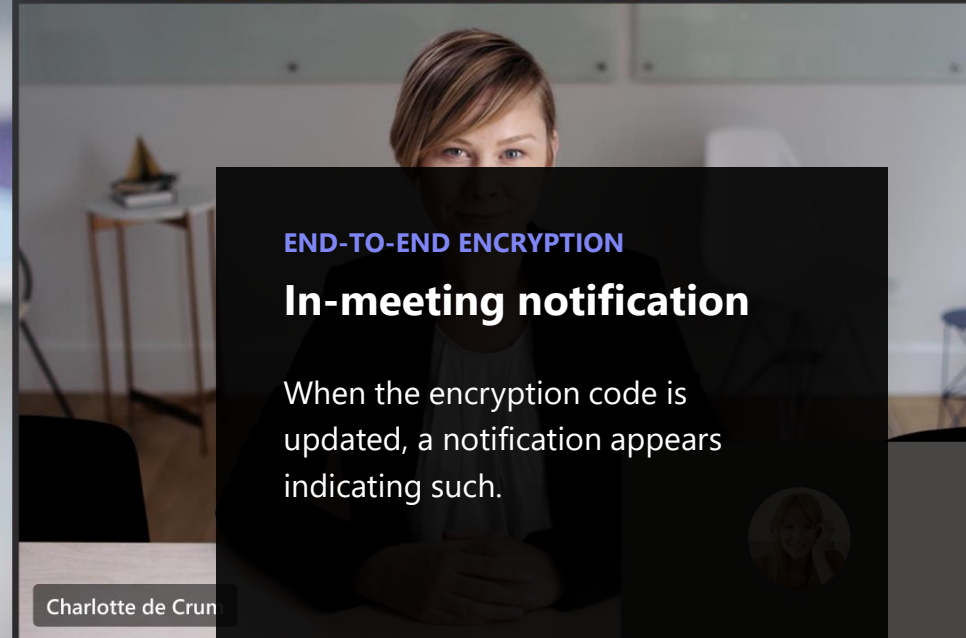
End-to-end encryption code has been updated. Please verify the code with all participants.



Serena Davis



Babak Shammass



Charlotte de Crun

END-TO-END ENCRYPTION

In-meeting notification

When the encryption code is updated, a notification appears indicating such.

Protected

Watermarking

Scenarios for Watermark Meeting

What's included:

- Watermark works for Windows and Desktop sharing
- Watermark works for camera stream
- Platform: Desktop (Windows, MAC) Mobile (IOS, Android)

Features disabled with Watermark:

- PPT Live
 - Whiteboard
 - Recording
 - Together Mode
 - Large Gallery
-
- Anonymous users (not signed in) will have audio only experience.
 - Users joining from Teams Web, VDI and Microsoft Teams Room will have audio only experience.

Mic Camera Views Share Take control Convert Pop out Reactions Chat People Apps More

Leave



Chat

WHY STORYTELLING MATTERS

WATERMARKING

In-meeting experience

If the watermark option is selected, video and shared content will be watermarked with the viewing participant's email address.

9/22
That would be nice

I'm pretty confident that this launch will be successful. The team has worked tirelessly to make it possible. This is going to be awesome.

Kayo Miwa 9/22
Thank you for always being so positive!

I will push Krystal to give us a few more days. That shouldn't be a problem.

We haven't had a break in awhile.

9/22
Let's do it!

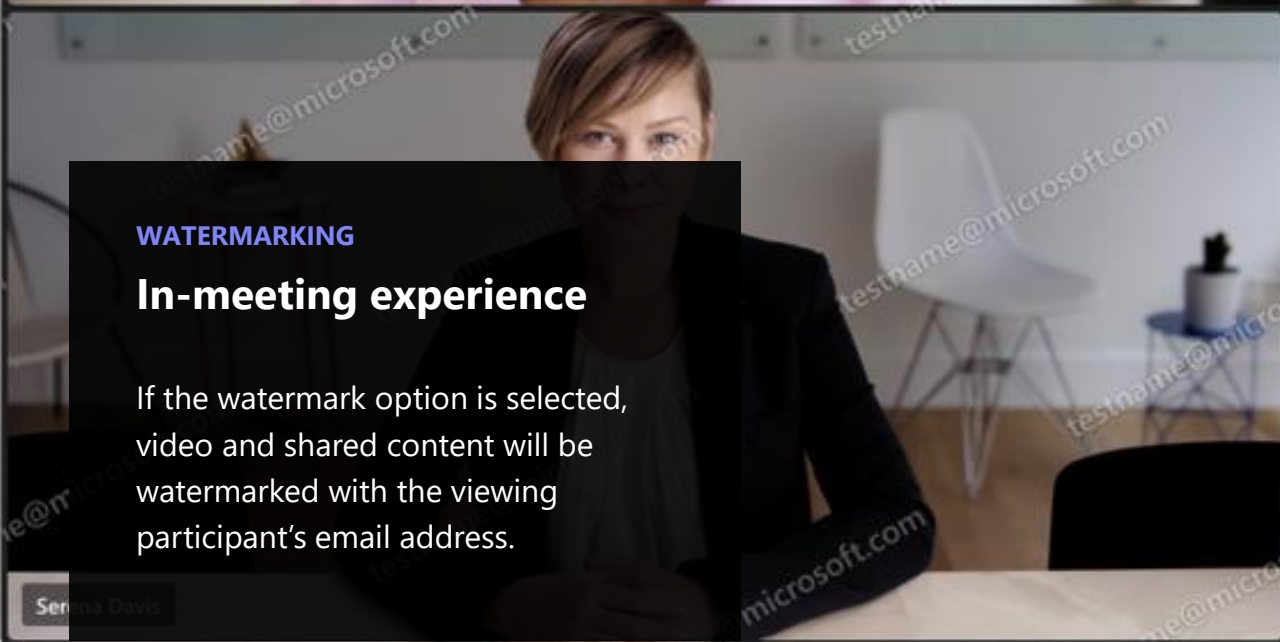
Reply

📎 🗨️ 📄 📧 📧 📧 📧 📧 📧

Leave

- Mic
- Camera
- View
- Share
- Reactions
- Chat
- People
- Apps
- More

Meeting watermark is active
 Your email address is appearing as personalized watermark on meeting video.



WATERMARKING
In-meeting experience
 If the watermark option is selected, video and shared content will be watermarked with the viewing participant's email address.

Protected by a watermark
Video is protected by a watermark, which isn't supported for people who aren't signed in.



Serena Davis



Babak Shammass



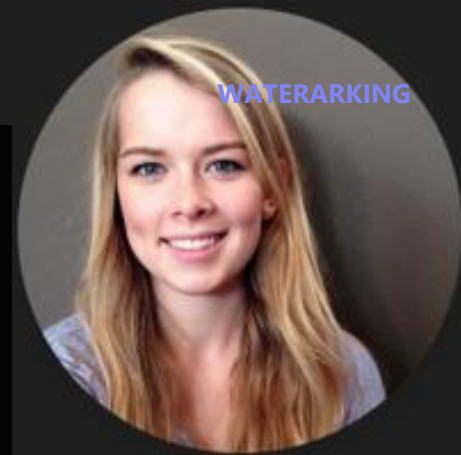
Inna Laar



Aaron Buxton



Beth Davies



Charlotte De Crum



Joshua Vanburen



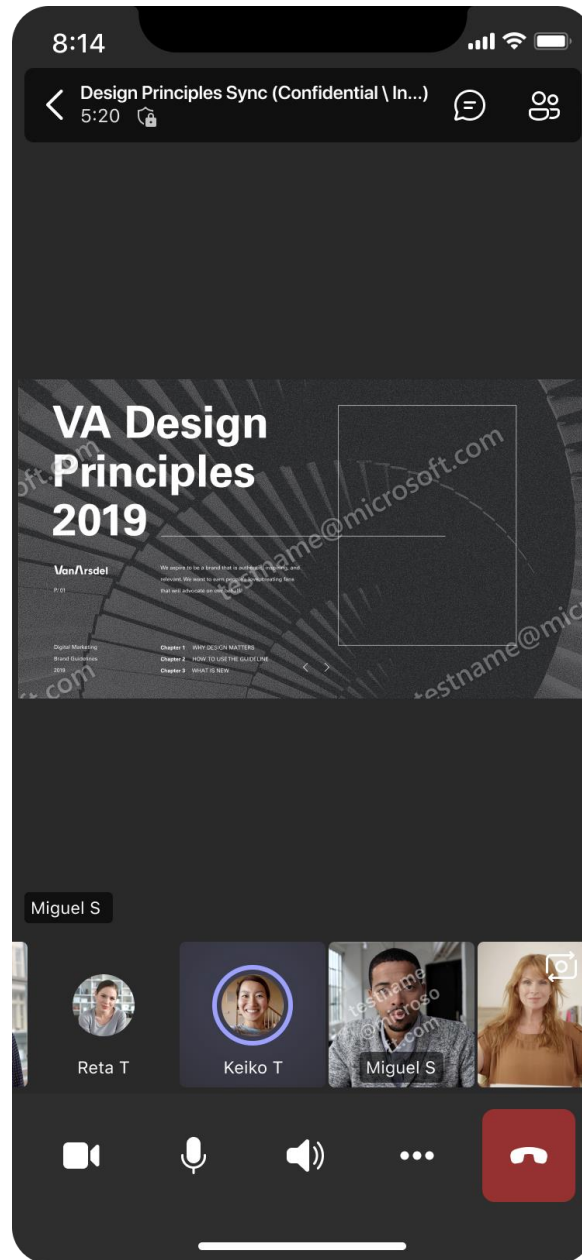
Aadi Kapoor

WATERMARKING
In-meeting experience
Anonymous users will get audio only experience.

WATERMARKING

Mobile experience

If the watermark option is selected, video and shared content will be watermarked with the viewing participant's email address.



Protected

Who can record

Who can record

Meeting options ✕

Record automatically

Allow meeting chat **Enabled** ▼

Allow reactions

Enable language interpretation ⓘ To select interpreters, send the invite from Outlook and then [refresh this page](#)

Enable Q&A

Who can record ⓘ **Organizers and presenters** ▼

Enable end-to-end Encryption ⓘ


Enable Watermark to shared content ⓘ

Enable Watermark to everyone's video feed ⓘ

Save

Organizer and co-organizers

Organizers and presenters



Protected

Sensitivity Labels

Meeting Options/Features Controlled by Sensitivity Label

- Who can bypass lobby
- Always let callers bypass the lobby
- Who can present?
- Record automatically
- Allow meeting chat
- End-to-end encryption for meetings
- Watermark
- Prevent copy/paste of meeting chat
- Who can record

Name & Description

Scope

Groups & sites

Schematized data assets (preview)

Review

Name and create a tooltip for your label

The protection settings you choose for this label will be immediately enforced on the files, email messages, or content containers to which it is applied. Labeled files will be protected wherever they go, whether they are saved in the cloud or downloaded to a computer

Name *

Highly Confidential \ Internal Only

Display name *

Highly Confidential \ Internal Only

Description for users *

Internal high-risk secrets limited to need-to-know individuals, internal to our company.

Description for admins

This label is automatically applied to meetings and associated items when confidential data is detected, focused on PII. ref PII types list 00241

Label color for users

This color will show up on the label in Word, Excel, and PowerPoint documents



SENSITIVITY LABELS

Security & Compliance Center experience

Compliance officers can create sensitivity labels in the Security & Compliance Center.

Back

Next

Save and close

Cancel





New meeting

Details

Scheduling Assistant

Save

Show as: Busy

Category: None

Options



Acquisition plan meeting

Chris Naidoo
Free

Optional: Add optional attendees



29/05/21

10:30 am



Repeats weekly on Thursday



Add channel

Options

Some options are locked due to the meeting sensitivity level. [Learn more](#)

Sensitivity

Your org provides sensitivity labels to protect sensitive info. When applied to a meeting, the label automatically enforces some options. [Learn more](#)

Highly Confidential \ Internal Only



General

Confidential

Highly confidential



Who can bypass the lobby?

Always let callers bypass the lobby

Announce when callers join or leave

Who can present?

Manage what attendees see

Allow mic for attendees?

Allow camera for attendees?

Apply

SENSITIVITY LABELS

Scheduling experience

In the meeting options dialog, users can see the full set of meeting options that are affected by the sensitivity label.



00:12



People



Chat



React



Rooms



Apps



More



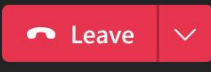
Mic



Camera



Share



Leave

Meeting sensitivity

Highly Confidential \ Internal Only

Internal high-risk secrets limited to need-to-know individuals, internal to our company.

Meeting functionality may differ due to sensitivity. [Learn more](#)

Verify end-to-end encryption code

This meeting is end-to-end encrypted if the numbers below are the same for all participants.

2394 9849 2144 5922 8103

Updated 2 minutes ago

SENSITIVITY LABELS

In-meeting experience

Sensitivity labels can be found in-meeting on the title bar or at the shield icon.

Serena Davis



Babak Shammass



Charlotte de Crum



Beth Davies



Pete Turner

MJ Price



Meeting sensitivity updated to Confidential \ Internal

End-to-end encryption, watermark, who can record, and record automatically will take affect after the meeting has restarted.



Beth Davies



Pete Turner



MJ Price

Meeting options

Some options are locked due to the meeting sensitivity level. [Learn more](#)

Sensitivity ⓘ

Confidential \ Internal Only

Who can bypass the lobby? ⓘ 🔒

People in my organization and ...

Always let callers bypass the lobby

Announce when callers join or leave ⓘ

Choose co-organizers:

None

Who can present?

Everyone

Managed mode ⓘ

Allow mic for attendees? ⓘ

Allow camera for attendees? ⓘ

Recording automatically

SENSITIVITY LABELS

Organizer and Co-organizer View: Sensitivity label updated in-meeting

Sensitivity label is updated to the sensitivity label that maps to one or more of these 3 MOs: E2EE, Watermark, Who can record

Serena Davis



00:12



People



Chat



React



Rooms



Apps



More



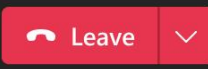
Mic



Camera





Share



Leave



 Meeting sensitivity updated to Confidential \ Internal Only 

Meeting functionality may differ due to sensitivity.

[Learn more](#)



Babak Shammass



Beth Davies



Pete Turner



Charlotte de Crum



MJ Price

SENSITIVITY LABELS

Participant View: Sensitivity label updated in-meeting

Sensitivity label is updated.

Serena Davis

PERSONALIZED

Custom meeting templates

- Dashboard
- Teams
- Users
- Teams devices
- Teams apps
- Meetings
- Manage meetings & calls
- Health check
- Conference bridges
- Meeting policies
- Meeting settings
- Live events policies
- Live events settings
- Meeting templates**
- Meeting templates policies
- Messaging policies
- Voice
- Locations
- Policy pack
- Planning
- Analytics & reports
- Notifications & alerts
- Other settings
- Provide feedback

Board meeting

Use this template for an executive committee that jointly supervise the activities of an organization, such as a business, nonprofit organization, or a government agency.

Security

Hide Show Lock Unlock | 7 items

Option	Default value	Visibility	Lock status
Sensitivity label Sensitivity labels are provided by your organization to protect and regulate access to sensitive organizational content. When you apply a sensitivity label, some of the below options will be set for you.	General <ul style="list-style-type: none"> Non-business Public General Confidential Highly Confidential 	Visible	Unlocked
Who can bypass the lobby?		Visible	Unlocked
People dialing in can bypass the lobby		Recipients only	Unlocked
Announce when dial-in callers join or leave A sound plays when someone calling in by phone joins or leaves the meeting.	On	Microsoft FTE	Unlocked
End-to-end encryption Recording and transcription aren't available when this is on.	On	Microsoft Extended	Unlocked
Apply a watermark to shared content	On	Any user (No Protection)	Unlocked
Apply a watermark to everyone's video feed	On		Unlocked

CUSTOM MEETING TEMPLATES

Teams Admin Center experience

Admins can set sensitivity label and default meeting option values when creating a template..

- Dashboard
- Teams
- Users
- Teams devices
- Teams apps
- Meetings
 - Manage meetings & calls
 - Health check
 - Conference bridges
 - Meeting policies
 - Meeting settings
 - Live events policies
 - Live events settings
 - Meeting templates
 - Meeting templates policies**
- Messaging policies
- Voice
- Locations
- Policy pack
- Planning
- Analytics & reports
- Notifications & alerts
- Other settings
- Provide feedback

Meeting templates policies

Meeting templates policies let you create and set up policies that control what templates people in your organization can see. You can use the Global (Org-wide default) policy and customize it, or create custom policies. [Learn more](#)

Meeting template policy summary

1

Default policy

1

Custom policy

- Manage policies**
- Group policy assignment

+ Add Edit Duplicate Delete Reset Global policy Assign users 1 item selected ×

✓	Name ↓	Description	Viewable templates	Custom policy	Assigned to users
	Global (Org-wide default)	Default policy for users wh...	4	No	View users
✓	Management	--	6	Yes	View users

Manage users

Management

You can assign policies to users

AB

Alberto Burgos (aburgos)

Software engineer II

×

DM

Daniela Mandera (dmandera)

Principal Design Manager

×

CUSTOM MEETING TEMPLATES

Teams Admin Center experience

Admins can assign meeting templates to users or group of users.

Apply

Cancel



Search



Calendar

Meet now + New meeting

Today January 2023

- Schedule meeting
- Webinar
- Protected meeting
- Large meeting
- Custom templates

- Board meeting
- Brainstorm

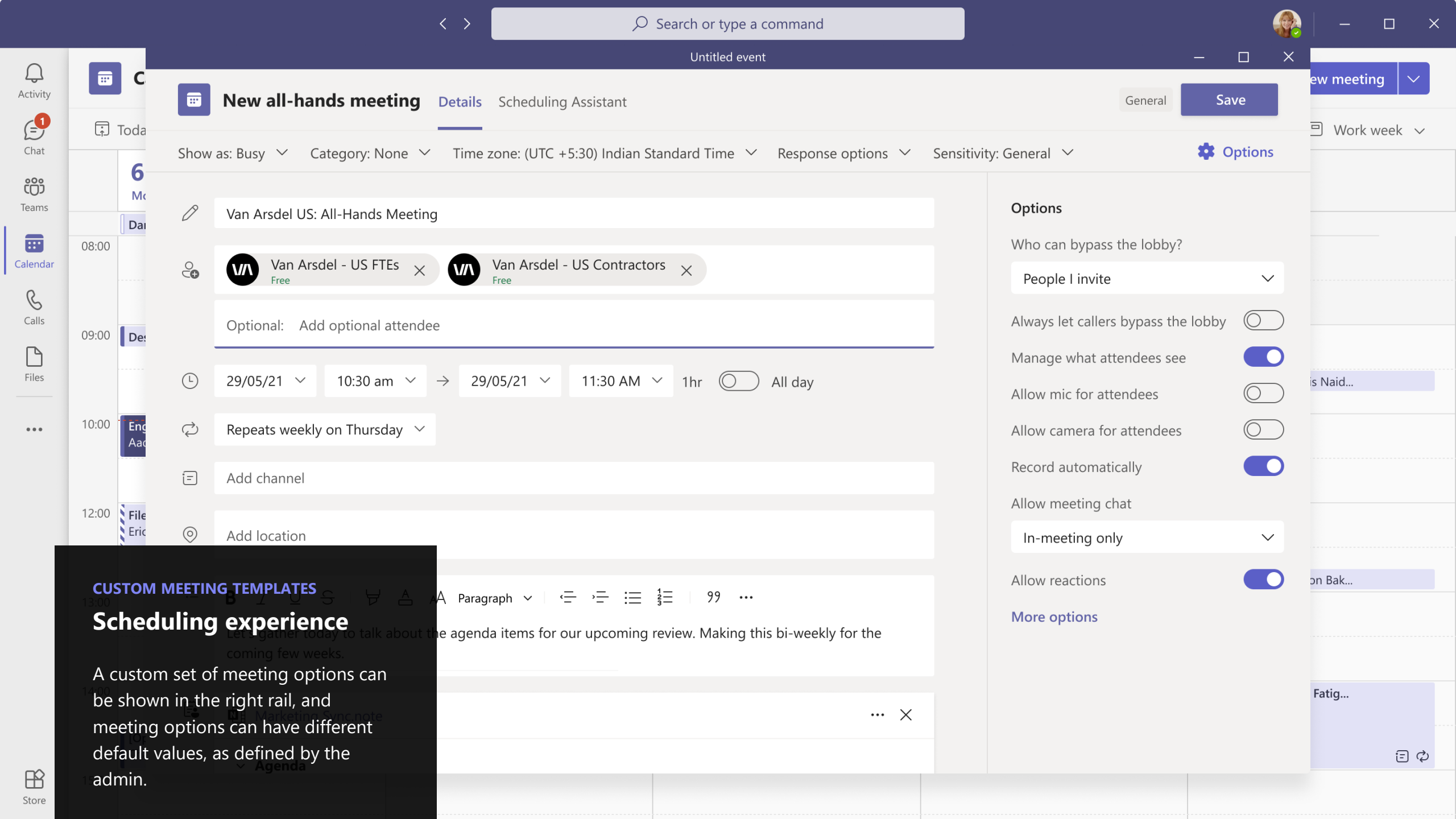
	5 Sunday	6 Monday	7 Tuesday	8 Wednesday	9 Thursday	10 Friday
8:00		Daniela OOF Daniela Mandera		Daniela WFH Daniela Mandera		
9:00		Design standup Tom Davis		LT Review Microsoft Teams Meeting Darren Mouton		
10:00		Engineering sync Aadi Kapoor			LT Review Microsoft Teams Meeting Darren Mouton	Friday Checkout Chris Naid...
11:00		Files review Eric Ishida	Research workshop Laurence Gilbertson	Happy hours - on call Kayo Miwa		Friday Checkout Aaron Bak...
		Ray 1 on 1 Keiko Tanaka				
			Recap: How we grow - II At your desks Ray Tanaka	Midweek check-in Daniela ...	Canceled: Workshop for al... Kadji Bell	Brainstorm: Meeting Fatig... Bryan Wright
		[Optional] Virtual Coffee ... Charlotte de Crum				

CUSTOM MEETING TEMPLATES

Scheduling experience

When scheduling a new meeting, users can select a meeting template from the calendar.





New all-hands meeting

Details Scheduling Assistant

General **Save**

Show as: Busy Category: None Time zone: (UTC +5:30) Indian Standard Time Response options Sensitivity: General **Options**

Van Arsdel US: All-Hands Meeting

Van Arsdel - US FTEs Van Arsdel - US Contractors

Optional: Add optional attendee

29/05/21 10:30 am → 29/05/21 11:30 AM 1hr All day

Repeats weekly on Thursday

Add channel

Add location

Options

Who can bypass the lobby?

People I invite

Always let callers bypass the lobby

Manage what attendees see

Allow mic for attendees

Allow camera for attendees

Record automatically

Allow meeting chat

In-meeting only

Allow reactions

[More options](#)

CUSTOM MEETING TEMPLATES

Scheduling experience

A custom set of meeting options can be shown in the right rail, and meeting options can have different default values, as defined by the admin.

Paragraph 99 ...
Let's gather today to talk about the agenda items for our upcoming review. Making this bi-weekly for the coming few weeks.

Marketing sync note
Agenda

- Activity
- Chat
- Teams
- Calendar
- Calls
- Files
- Store

New meeting

Work week

Fatig...

on Bak...

is Naid...



June 2022

SU	MO	TU	WE	TH	FR	SA
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- My Calendars
- Calendar
 - United States holidays
 - Birthdays

Today June 13 - 17, 2022

Washington, D.C. Today 93°F/76°F Tomorrow 93°F/69°F Saturday 79°F/62°F Work Week

Monday	Tuesday	Wednesday	Thursday	Friday
13	14		16	17
4 AM				
5 AM				
6 AM				
7 AM				
8 AM				
9 AM				
10 AM				
11 AM				
12 PM				
1 PM				
2 PM				
3 PM				
4 PM				
5 PM				
6 PM				
7 PM				
8 PM				
9 PM				
10 PM				
11 PM				
12 AM				

- Schedule Meeting
- Webinar
- Protected Meeting
- Large Meeting
- Custom Templates >

- Board meeting
- Brainstorm

CUSTOM MEETING TEMPLATES
Outlook experience
 Users can also use custom meeting templates when scheduling a Teams meeting from Outlook.

PERSONALIZED

Branded meetings



Van Arsdan FY22 Marketing

Choose your audio and video settings



Computer audio

Custom Setup

Phone audio

Room audio

Don't use audio

Cancel

Join now

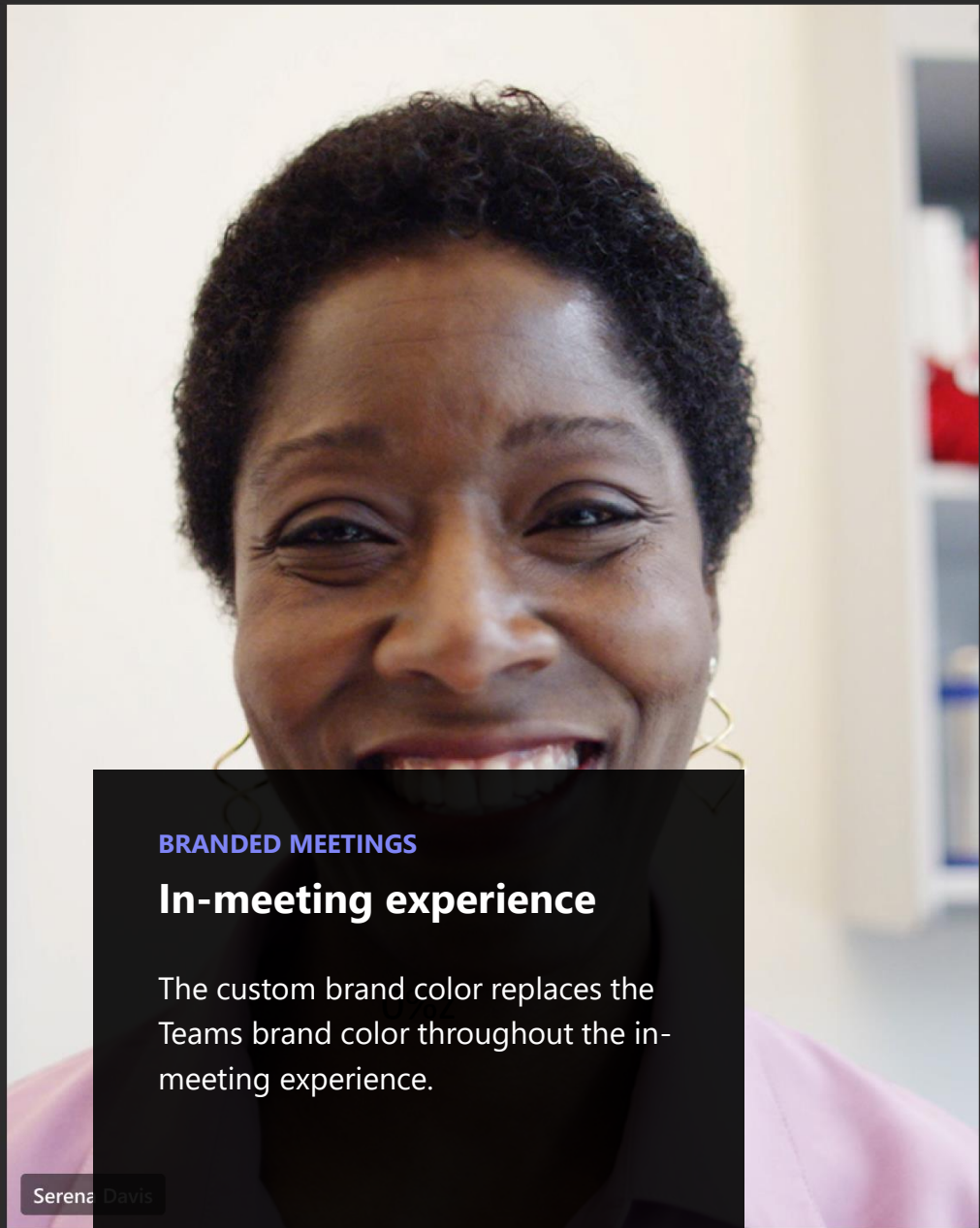
BRANDED MEETINGS

Pre-join and lobby experience

Brand logo, colors and background are applied by default to the pre-join and lobby experiences.

Background filters





Beth Davies

Pete Turner

Miguel Silva

Device settings

Audio settings

Audio device: PC Mic and Speakers

Speaker: Speakers (Realtech High Definit...)

Microphone: Microphone Array (Realtek High...)

Noise suppression: Auto (default)

Video settings

Camera: Surface Camera Front

Mirror my video:

Light correction:

BRANDED MEETINGS

In-meeting experience

The custom brand color replaces the Teams brand color throughout the in-meeting experience.

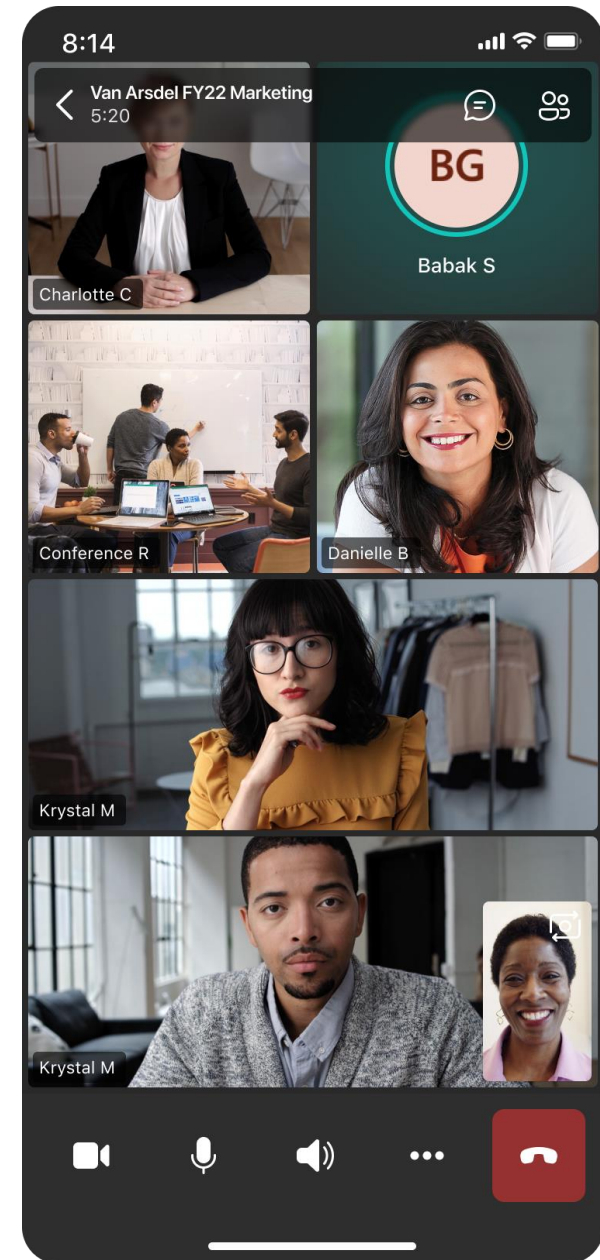
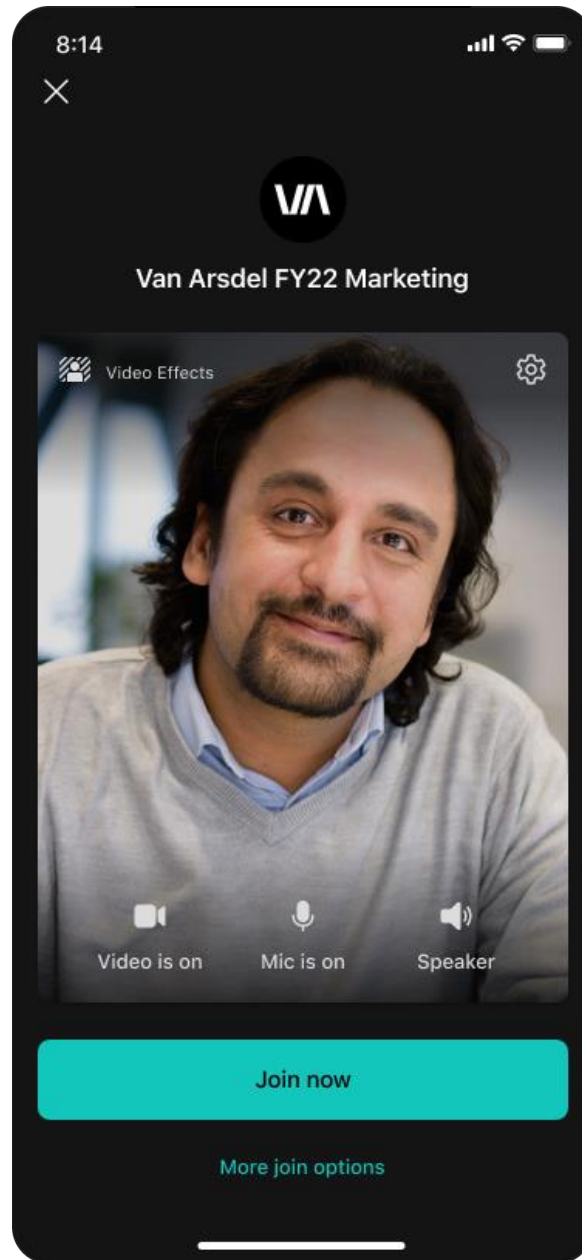
Serena Davis

Charlotte de Crum

BRANDED MEETINGS

Mobile experience

Branding also shows up in the mobile prejoin, lobby and in-meeting experiences.



PERSONALIZED

Custom virtual backgrounds

- Dashboard
- Teams
- Users
- Teams devices
- Teams apps
- Meetings
 - Meetings & calls
 - In-progress meetings
 - Health check
 - Conference bridges
 - Audio conferencing
 - Meeting policies
- Customization policies**
- Live events policies
- Live events settings
- Messaging policies
- Voice
- Locations
- Policy packs
- Planning
- Analytics & reports
- Notifications & alerts
- Other settings
- Provide feedback

Global (Org-wide default)

Customize your meetings with your organization's logo, colors, or other visuals. Customization policies are available for meeting organizers with Teams Premium.

Customize meeting visuals

Add a theme to customize the look of your organization's Teams meetings with images and colors that represent your organization. Meeting organizers with Teams Premium can create meetings using the theme you add, which will be visible to all meeting participants.

+ Add a theme

Allow meeting organizer to control meeting branding

Meeting organizers can turn off the meeting theme for specific meetings

On

Custom meeting backgrounds

Upload images that people can use when they attend Teams meetings. Only users who have Teams Premium will have access to use these images. [Learn more about custom meeting backgrounds](#)

Custom backgrounds On

+ Add

Add background images

Select up to 50 files. Images appear in Teams in the order they're uploaded. Only users who have a Teams Enterprise license can see the images.

+ Add image *i*

Preview

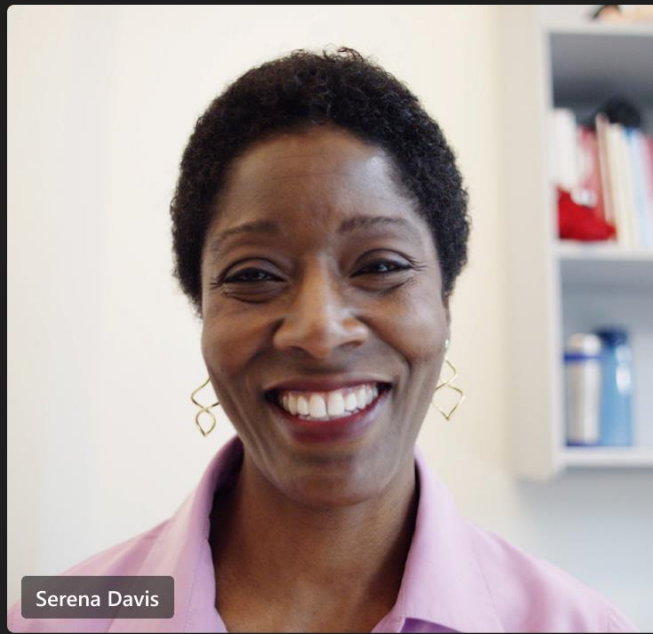


Apply

CUSTOM VIRTUAL BACKGROUNDS

Teams Admin Center experience

Admins can upload custom virtual backgrounds in Teams Admin Center.



Serena Davis



Serena Davis



Serena Davis

Background settings

Blur

VanArsdel

WA

A person without imagination is like a tea bag without hot water.

CUSTOM VIRTUAL BACKGROUNDS

In-meeting experience

Users can select a custom virtual background from the Background Effects menu in meetings.

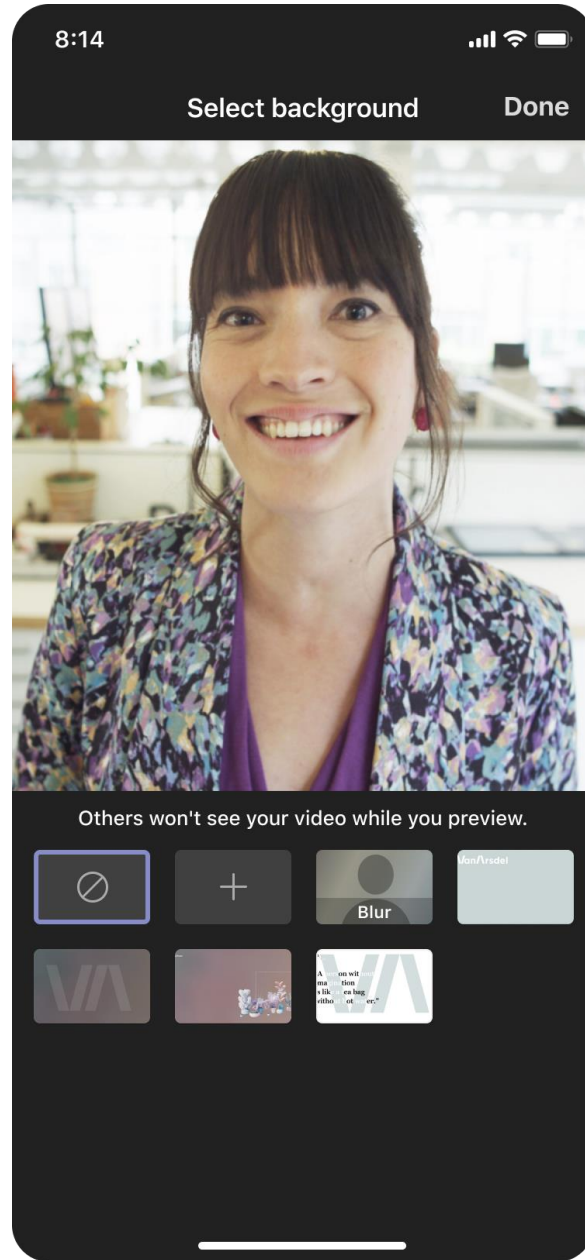
Serena Davis



Serena Davis

Video feed of a woman with a patterned background and a smaller inset video feed of a woman with a white background.

Serena Davis



CUSTOM VIRTUAL BACKGROUNDS

Mobile experience

Users can select a custom virtual background from the Background Effects menu in meetings.

PERSONALIZED

Custom User Policy Packages

- Dashboard
- Teams
- Locations
- Users
- Devices
- Teams Apps
- Messaging policies
- Voice
- Meetings
- Policy packages
- Planning
- Analytics & Reports
- Notifications & alerts
- Other settings
- Provide feedback

Policy packages

A policy package is a collection of predefined policies and settings that can be customized and applied to a group of users that have similar roles within your organization. The definitions in these policy packages aren't meant to assist with regulatory compliance, rather they are provided for your convenience and can be customized based on your own regulatory requirements. [Learn more](#)

Policy packages summary

3

Default packages

1

Custom packages

User statistics

0

On custom packages

295

On default packages

- View policy packages
- Manage group priority

+ Add
 Edit
 Duplicate
 Manage users
 Delete
4 items

	Package name ⓘ	Description	Assigned users ⓘ	Assigned policies ⓘ	Modified ↓	Modified by
✓	Engineer policies	This custom package for engineers	137	2	JAN 15, 2020 12:35:11 PM (PDT)	ajarman
	Elementary school (default)	Package for elementary school students	121	5	JAN 15, 2020 12:35:11 PM (PDT)	Microsoft
	Middle school (default)	Package for middle school students	78	5	MAR 9, 2020 8:21:47 PM (PDT)	Microsoft
	High school (default)	Package for high school students	96	5	MAR 9, 2020 8:21:47 PM (PDT)	Microsoft

CUSTOM USER POLICY PACKAGES

Teams Admin Center experience

Admins can create new policy packages in the Policy Package tab by selecting the "Add" button.

- Dashboard
- Teams
- Users
- Teams devices
- Teams apps
- Meetings
- Messaging policies
- Voice
- Locations
- Enhanced encryption...
- Policy packages**
- Planning
- Analytics & reports
- Notifications & alerts
- Storybook

Policy packages

A policy package is a collection of predefined policies and settings that can be customized and applied to a group of users that have similar roles within your organization. The definitions in these policy packages aren't meant to assist with regulatory compliance, rather they are provided for your convenience and can be customized based on your own regulatory requirements. You need Teams Premium or Advanced Communications license to add, edit, duplicate or manage users for custom policy packages. [Learn more](#)

- Manage packages**
- Group package assignment

- + Add
- Edit
- Duplicate
- Delete
- Manage users

✓	Name ⓘ	Description
	Education (Higher education student) (default)	This policy package is designed to create a set of policies and apply t
	Education (Primary school student using remote learning) (default)	This policy package is designed to create a set of policies and apply t
	Education (Primary school teacher using remote learning) (default)	This policy package is designed to create a set of policies and apply t
	Education (Primary school student) (default)	This policy package is designed to create a set of policies and apply t
	Education (Secondary school student) (default)	This policy package is designed to create a set of policies and apply t

CUSTOM USER POLICY PACKAGES

Teams Admin Center experience


Admins can create new policy packages in the Policy Package tab by selecting the "Add" button.

- Dashboard
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- Voice
- Meetings
- Policy packages**
- Planning
- Analytics & Reports
- Notifications & alerts
- Other settings
- Provide feedback

LT package

Put in a friendly description for this policy package

Policies in your package

Policy type	Policy
Meeting policy	External meetings policy ×
Calling policy	Internal call rules × 
+ Add more	

Save Cancel

CUSTOM USER POLICY PACKAGES

Teams Admin Center experience

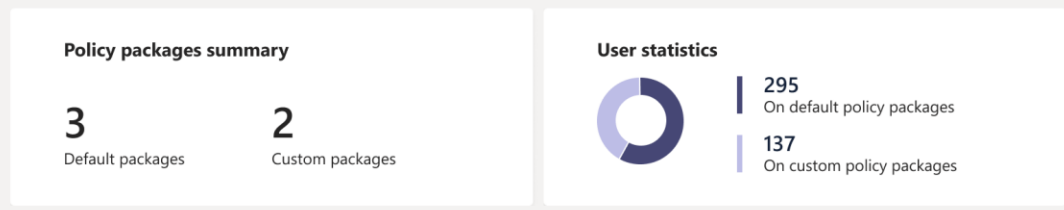
When the admin is done adding policies, they click save.

- Dashboard
- Teams
- Locations
- Users
- Devices
- Teams Apps
- Messaging policies
- Voice
- Meetings
- Policy packages**
- Planning
- Analytics & Reports
- Notifications & alerts
- Other settings
- Provide feedback

✔ You have successfully added a new policy package LT package. [Assign users](#)

Policy packages

A policy package is a collection of predefined policies and settings that can be customized and applied to a group of users that have similar roles within your organization. The definitions in these policy packages aren't meant to assist with regulatory compliance, rather they are provided for your convenience and can be customized based on your own regulatory requirements. [Learn more](#)



View policy packages | Manage group priority

+ Add | Edit | Duplicate | Manage users | Delete | 5 items

Package name ⓘ	Description	Assigned users ⓘ	Assigned policies ⓘ	Modified ↓	Modified by
LT package	--	0	1	1 min ago	ajarman
Engineer policies	This custom package for engineers	137	2	JAN 15, 2020 12:35:11 PM (PDT)	ajarman
Elementary school (default)	Package for elementary school students	121	5	JAN 15, 2020 12:35:11 PM (PDT)	Microsoft
Middle school (default)	Package for middle school students	78	5	MAR 9, 2020 8:21:41 PM (PDT)	Microsoft
High school (default)	Package for high school students	96	5	MAR 9, 2020 8:21:41 PM (PDT)	Microsoft

CUSTOM USER POLICY PACKAGES

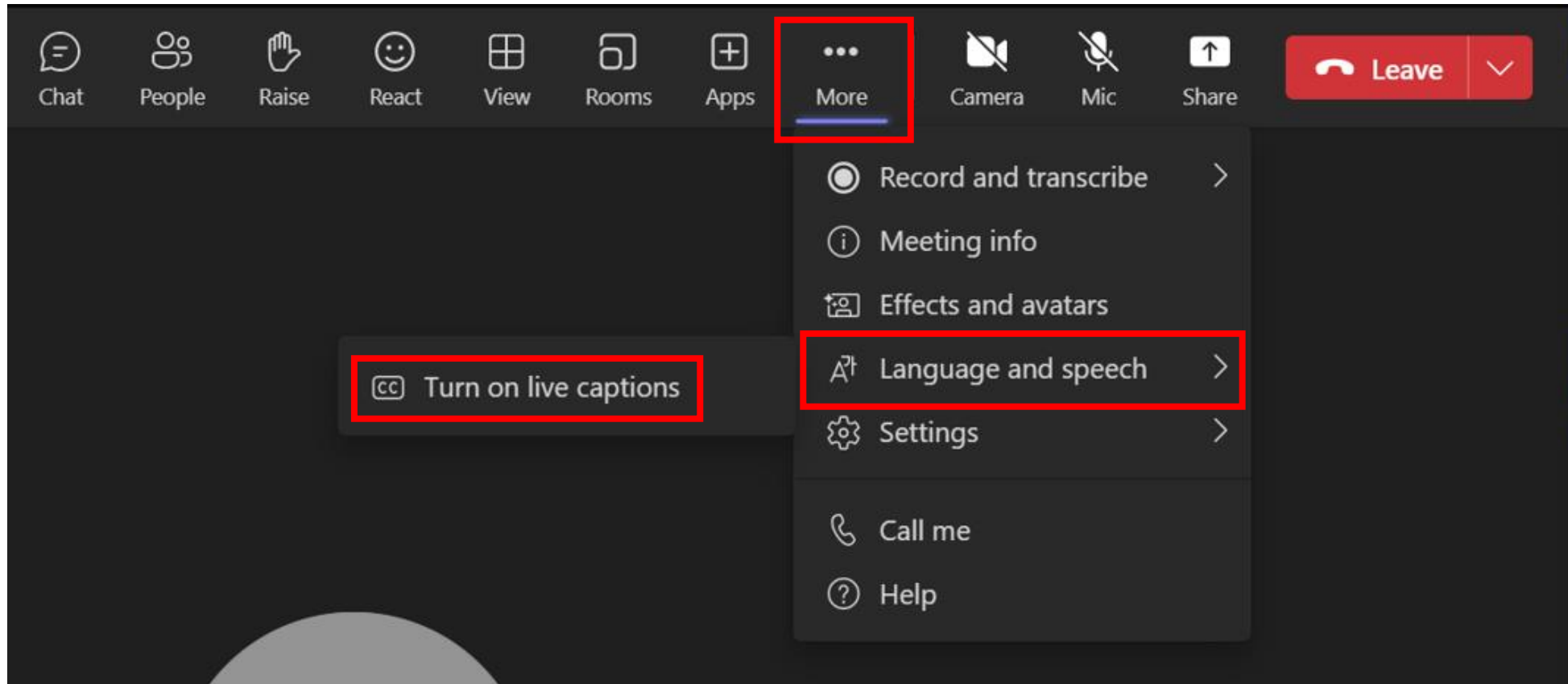
Teams Admin Center experience

The admin can see they've created a new policy package.

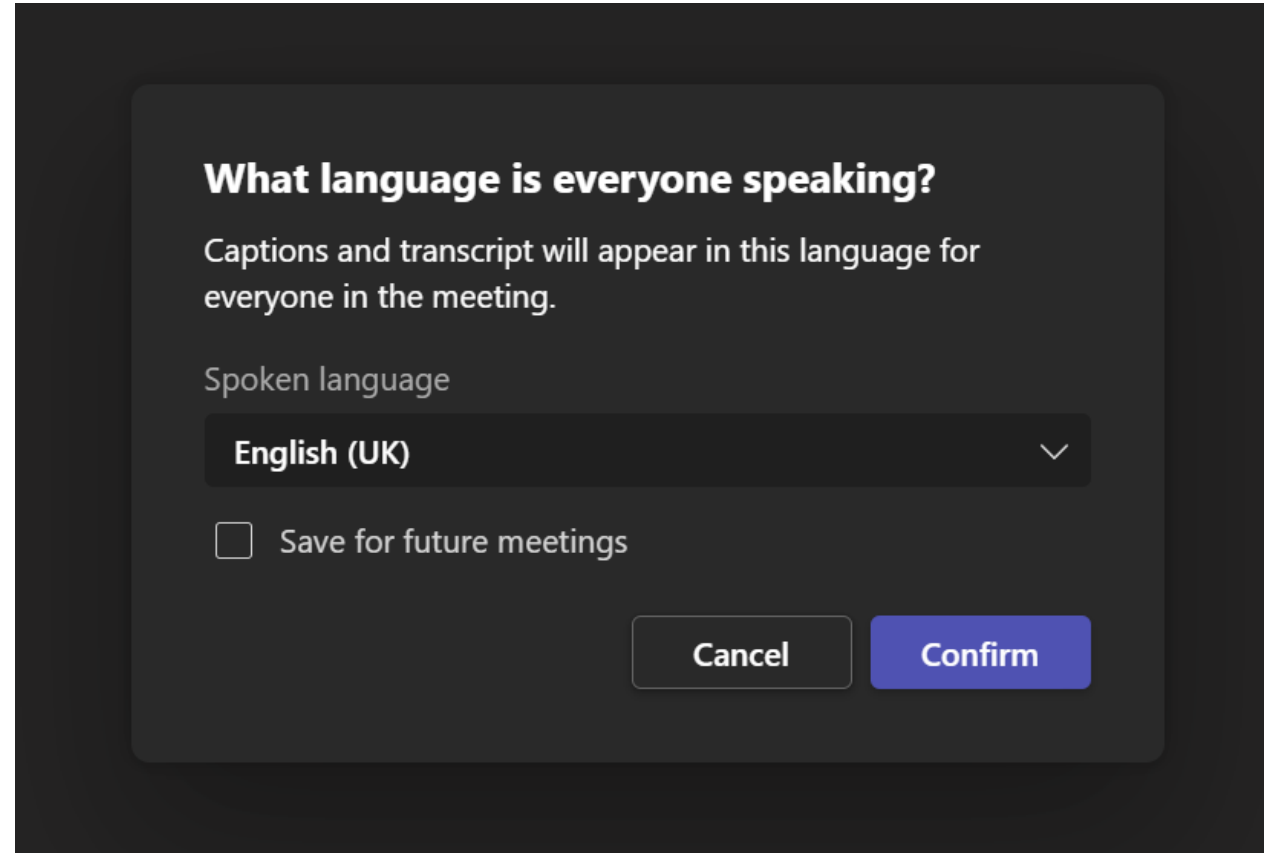
MAKE MEETINGS MORE INTELLIGENT

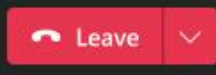
Live Translation for Captions

Turn on Live Captions



Choose spoken language

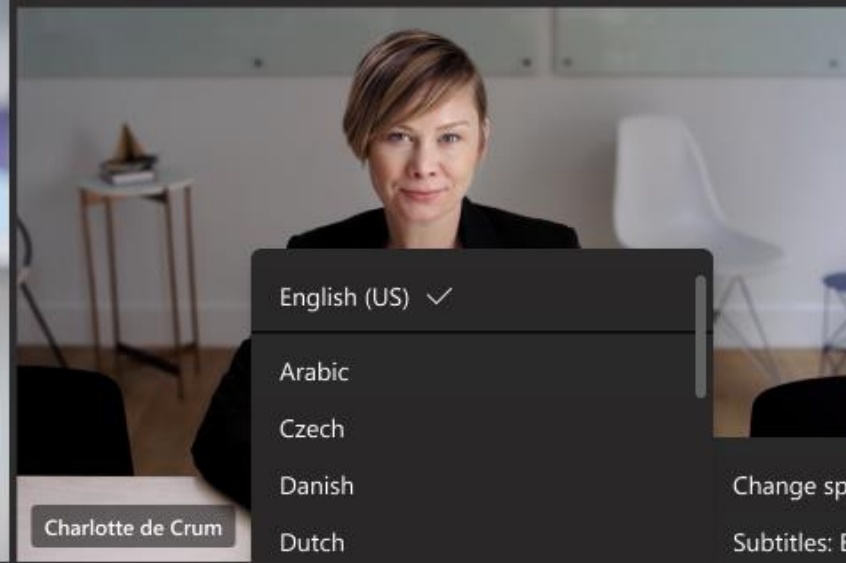




Serena Davis

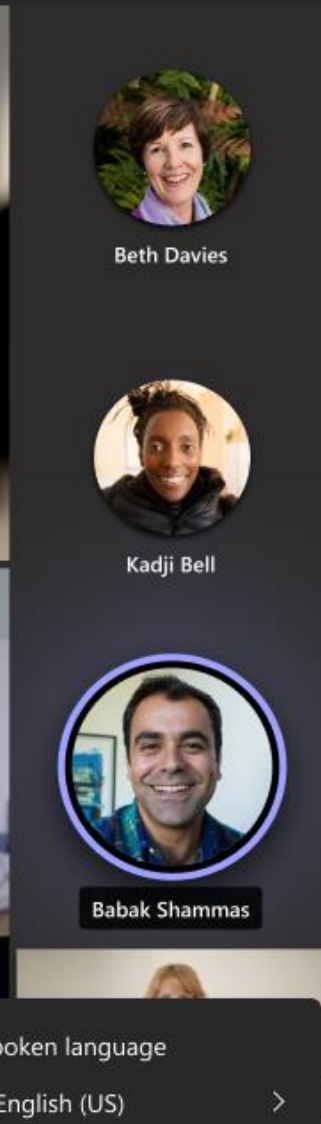


Aadi Kapoor



Charlotte de Crum

- English (US) ✓
- Arabic
- Czech
- Danish
- Dutch



Beth Davies



Kadji Bell



Babak Shammass

Change spoken language

Subtitles: English (US) >



Babak S: So what did you all think of today's kickoff meeting for the new building project? I was gonna mention it in the group chat.



MAKE MEETINGS MORE INTELLIGENT

Intelligent Recap

AI recommended tasks during and after meetings

The screenshot displays a Microsoft Teams meeting window for a meeting titled "Sales Analysis Review". The meeting is currently in a "Tentative" state. The interface includes a sidebar with navigation options like Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main content area shows the meeting agenda, notes, and a list of follow-up tasks. A red circle highlights the "Add a task" button at the bottom of the task list.

Sales Analysis Review Chat Details Scheduling Assistant Attendance Recordings & Transcripts +

? Tentative Copy link Forward Show as: Busy Category: None

Sales Analysis Review Confidential

Agenda

- Setup and introductions, @Daniela Mander, 5min
- CXE Updates from Tues meeting, @Bruno Zhao, 40min

Meeting notes

- Leverage agile frameworks to provide a robust synopsis for high level overviews.
- Show more demos about the new features in next sync meeting.
- Consider to limit the price increase within 5% in Q3.
- Add meeting notes

Follow-up tasks

Task	Assigned to	Due date
<input type="radio"/> Follow up with Dave on files	@Daniela Mander	Sat, May 31 (1d left)
<input type="radio"/> Aadi Kapoor will check on incoming shipments	@Aadi Kapoor	Sat, May 31 (1d left)
<input checked="" type="radio"/> Daniela Mander will show demos about new features	Add assignee	Select date
<input type="button" value="+ Add a task"/>		

Tracking

- Daniela Mander, Organiser
- Aadi Kapoor, Accepted
- Ray Tanaka, Accepted
- Mona Kane, Tentative

AI recommended tasks during and after meetings

The screenshot displays a Microsoft Teams meeting window titled "Sales Analysis Review". The interface includes a search bar at the top, navigation icons on the left (Activity, Chat, Teams, Calendar, Calls, Files, Apps), and a "Join" button. The meeting content is organized into sections: "Agenda" with two items, "Meeting notes" with a bulleted list, and "Follow-up tasks" with a table. A context menu is open over the "Follow-up tasks" table, showing a suggestion and options to "Show context", "Accept", or "Remove".

Agenda

- Setup and introductions, @Daniela Mander, 5min
- CXE Updates from Tues meeting, @Bruno Zhao, 40min

Meeting notes

- Leverage agile frameworks to provide a robust synopsis for high level overviews.
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Follow-up tasks

Task	Assigned to	Due date
<input type="radio"/> Follow up with Dave on files		at, May 31 (1d left)
<input type="radio"/> Aadi Kapoor will check on incoming shipments		at, May 31 (1d left)
<input checked="" type="radio"/> Daniela Mander will show demos about new features		select date
+ Add a task		

Tracking

- Daniela Mander, Organiser
- Aadi Kapoor, Accepted
- Ray Tanaka, Accepted
- Mona Kane, Tentative

Context Menu:

- Suggestion: This task was pulled from meeting transcript, at 01:50PM by Daniela Mander.
- Show context
- + Accept
- Remove

Personalized timeline markers: Screen share events

The screenshot shows a Microsoft Stream video player interface. The video is titled "Sales Analysis Review" and is currently playing at 5:32 out of 48:42. The main video content is a presentation slide titled "Sales Analysis Performance &". The slide features a line graph and text: "In 2019, VanArsdel's worldwide sales topped \$355M. Of that, 36.7% was from the sales of electronics. In that category, 42.5% of VanArsdel's sales were of Fabrikam products due to VanArsdel's exclusive contract with Fabrikam." and "VanArsdel saw product margin from Fabrikam-produced products that was 175% higher than sales of similar products manufactured by other brands." A red circle highlights a notification bubble that says "Dustin Robsen started sharing their screen" over the video player's progress bar. The interface includes a top navigation bar with "Stream Sales Analysis Review", a search bar, and a "Share" button. On the right, there is a "Chapters" sidebar with a list of video segments: "Sales Analysis" (3:01), "MAU presentation by tenant stage" (5:32), "MAU growth" (19:08), "Fabrikam partners" (39:08), and "Adoption Journey" (44:33). The Windows taskbar at the bottom shows the date and time as 11/10/22, 9:28 AM.

Stream Sales Analysis Review

Search

New video Move Copy to Share

Chapters

These chapters are auto-generated from key slides in the video. [Learn more.](#)

- Sales Analysis 3:01
- MAU presentation by tenant stage 5:32
- MAU growth 19:08
- Fabrikam partners 39:08
- Adoption Journey 44:33

Dustin Robsen started sharing their screen

Sales Analysis Review

May 29, 2022 • 36 views • Daniela Manderá • Documents > Recordings

11/10/22 9:28 AM

Personalized timeline markers: Left & joined events

The screenshot shows a Microsoft Stream video player interface. The browser address bar displays the URL: https://sharepoint.com/personal/danielam/_layouts/15/stream.aspx. The page title is "Stream Sales Analysis Review".

The video player shows a meeting with several participants in a grid at the top. The main video content is a presentation slide titled "Sales Analysis Performance &". The slide includes the following text:

- 01 VanArsdel Sales Analysis
- Sales Analysis Performance &**
- In 2019, VanArsdel's worldwide sales topped \$355M. Of that, 36.7% was from the sales of electronics. In that category, 42.5% of VanArsdel's sales were of Fabrikam products due to VanArsdel's exclusive contract with Fabrikam.
- VanArsdel saw product margin from Fabrikam-produced products that was 175% higher than sales of similar products manufactured by other brands.

A notification "You left the meeting" is displayed over the video. The video player controls show a progress bar at 5:32 / 48:42. A red circle highlights the "You left the meeting" notification icon.

On the right side, the "Chapters" panel is open, listing the following chapters:

- Sales Analysis (3:01)
- MAU presentation by tenant stage (5:32)
- MAU growth (19:08)
- Fabrikam partners (39:08)
- Adoption Journey (44:33)

Below the video player, the video title "Sales Analysis Review" is displayed, along with the date "May 29, 2022", "36 views", and the user "Daniela Mander". Navigation links for "Documents" and "Recordings" are also visible.

Personalized timeline markers: Name mention events

The screenshot shows a Microsoft Stream video player interface. The browser address bar displays the URL: https://sharepoint.com/personal/danielam/_layouts/15/stream.aspx. The page title is "Stream Sales Analysis Review".

The video player shows a meeting with five participants. The main video frame displays a slide titled "Sales Analysis Performance". A name mention event is visible in the video, with a tooltip that reads: "Adele Vance: ...worked with Daniela on the feature to disable the...". Below the tooltip, there is a "View in transcript" link and a question "Was that your name?" with thumbs up/down icons. A red circle highlights the name mention icon in the video player's control bar.

The video player controls show the video is at 5:32 / 48:42. The video title is "Sales Analysis Review", posted on May 29, 2022, with 36 views, by Daniela Mander. The breadcrumb path is "Documents > Recordings".

On the right side, there is a "Chapters" panel with the following entries:

- Sales Analysis (3:01)
- MAU presentation by tenant stage (5:32)
- MAU growth (19:08)
- Fabrikam partners (39:08)
- Adoption Journey (44:33)

Additional options on the right include Transcript, Comments, Analytics, and Video settings.

Intelligent search with suggested speakers

The screenshot shows a Microsoft Stream video player interface. The video title is "Sales Analysis Review" and it is part of a "Sales Analysis" series. The video content displays a slide titled "Performance &" with text about VanArsdel's sales performance in 2019. The video player includes a progress bar at 5:32 / 48:42 and various playback controls. On the right side, there is a sidebar with a search bar labeled "Search people and keywords" (highlighted with a red circle and a mouse cursor), a "Suggested speakers" list, and a "Transcript" section. The "Suggested speakers" list includes:

- Allan Deyoung, Software Engineer
- Mona Kane, Designer
- Serena Davis, Software Engineer

The transcript section shows the following entries:

- Alex Wilder: I have one what have we changed about virtual fences?
- Allan Deyoung: Was that included in the program Adele?
- Adele Vance: Similar to all our recent programs we added a new feature to disable the ability for our products to fly

At the bottom of the screen, the Windows taskbar is visible, showing the Start button, search icon, and several application icons. The system tray on the right shows the date and time as 11/10/22, 9:28 AM.

Intelligent search with suggested speakers

The screenshot shows a Microsoft Stream video player interface. The video title is "Sales Analysis Review" and it was recorded on May 29, 2022, with 36 views. The video content is a presentation slide titled "Sales Analysis Performance & Sales Analysis" for VanArsdel. The slide includes text about worldwide sales and product margins. The video player shows a progress bar at 5:32 / 48:42. On the right, a transcript sidebar is open, displaying a list of comments. A red circle highlights a comment by Allan Deyoung (AD) at 0:06: "Was that included in the program Adele?". Other comments include one from Alex Wilber (AW) at 0:13 and one from Adele Vance at 0:08. The interface also shows a search bar, navigation icons, and a share button.

PREMIUM WEBINAR & TOWNHALLS

Webinar Enhancements – Adv Event Management

Activity

Chat

Teams

Calendar

Files

Apps

?

Settings

Calendar

Today < >

1
Sunday

08:00

09:00

10:00

12:00

13:00

14:00

15:00

16:00

VanArsdel 3D: from Metal to Plastic Upcoming

View draft Publish site

- Setup
 - Details
 - Presenter bios
 - Sponsors
 - Customization
- Registration
 - Configuration
 - Attendee status
 - Communications
 - Reports

Save Discard changes

Registration requirements

Capacity: 1000

- Require manual registration approval
- Enable waitlist
- Limit registration start and end time

5/29/22 10:30 AM → 5/29/22 11:30 AM

Form

First name, last name, email, and Microsoft consent are required fields and already added.

Phone number Required

Enter your phone number

+ Add field

PREMIUM WEBINAR & TOWNHALLS

Webinar Enhancements – Registration

Webinar registration will now support registration limits above 1k, ability to require approvals for registrations, enable waitlists, and set registration date time frames.

Calendar

Today < >

1 Sunday

08:00

09:00

10:00

12:00

13:00

14:00

15:00

16:00

VanArsdel 3D: from Metal to Plastic Upcoming

View draft Publish site

Setup

- Details
- Presenter bios
- Sponsors
- Customization
- Registration
- Configuration
- Attendee status
- Communications**
- Reports

Add custom templates

- Invite waitlisted to the next webinar
- Nudge absentees to attend
- Engage no-shows
- Thank you

Essential (13)

Email	Timing	Last modified
Registration confirmation You're registered for HP 3D: from Metal to Plast...	⚡ Immediately	9/23/2021 11:32
Webinar update Updated: HP 3D: from Metal to Plastic	⚡ Immediately	9/23/2021 11:23
Webinar cancellation Updated: HP 3D: from Metal to Plastic	⚡ Immediately	9/23/2021 11:23
Attendee cancellation We are sorry we missed you	⚡ Immediately	-
Reminder email (1h) Webinar HP 3D: from Metal to Plastic is goin...	🕒 1 hour before webinar	-

Preview Edit Disable sending

PREMIUM WEBINAR & TOWNHALLS

Webinar Enhancements – Email Customizations

Organizers can now directly edit essential emails so that users will get a customized message for the event.

Calendar

Today < >

1 Sunday

08:00

09:00

10:00

12:00

13:00

VanArsdel 3D: from Metal to Plastic


- Setup
 - Details
 - Presenter bios
 - Sponsors
 - Customization
- Registration
 - Configuration
 - Attendee status
 - Communications**
 - Reports

Edit Registration Confirmation email

From name * Sender email

Email subject *

Email banner (based on branding)



Email body *

,

Hi ,

Your seat is reserved!

[Preview email](#) [Save](#)

Reminder email (1h)
Webinar HP 3D: from Metal to Plastic is goin... 1 hour before webinar

PREMIUM WEBINAR & TOWNHALLS

Webinar Enhancements – Email Customizations

Editor is a rich text editor with boxed off regions where the organizer can customize the text and formats to create an experience what works best for their event.

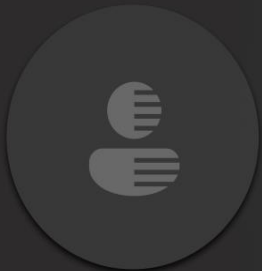
PREMIUM WEBINAR & TOWNHALLS

Masked Attendees



Your name is hidden from other attendees

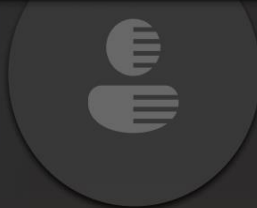
Organizers and presenters can see your real name.



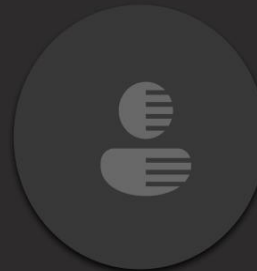
Attendee



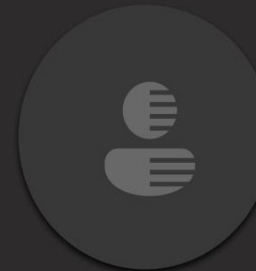
Attendee



Attendee



Attendee



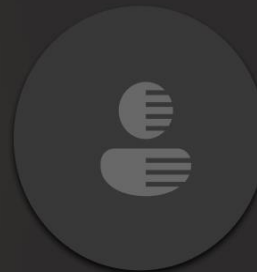
Attendee



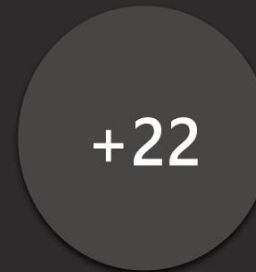
Attendee



Daniela Mandera



Attendee



PREMIUM WEBINAR & TOWNHALLS

Masked Attendees

Attendee

Attendees will only see other attendees as "Attendee". They will however see the full info for presenters and organizers.



00:22:06



Leave

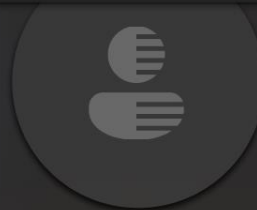
Attendee names are hidden
Only organizers and presenters can see names to protect attendee privacy.



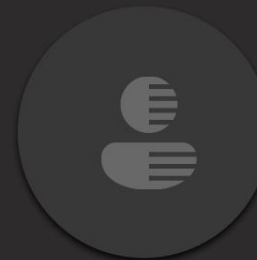
Attendee (Ashl...)



Attendee (Bill...)



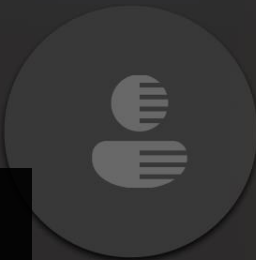
Attendee (Jord...)



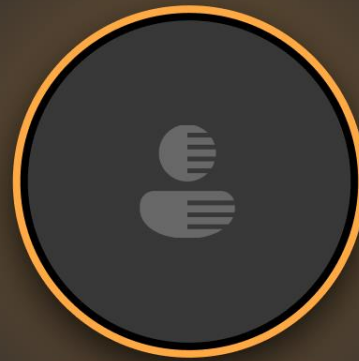
Attendee (Bill...)



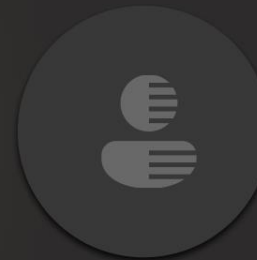
Attendee (Jord...)



Attendee (Jord...)



Attendee (Aadi Kapoor)



Attendee (Jord...)

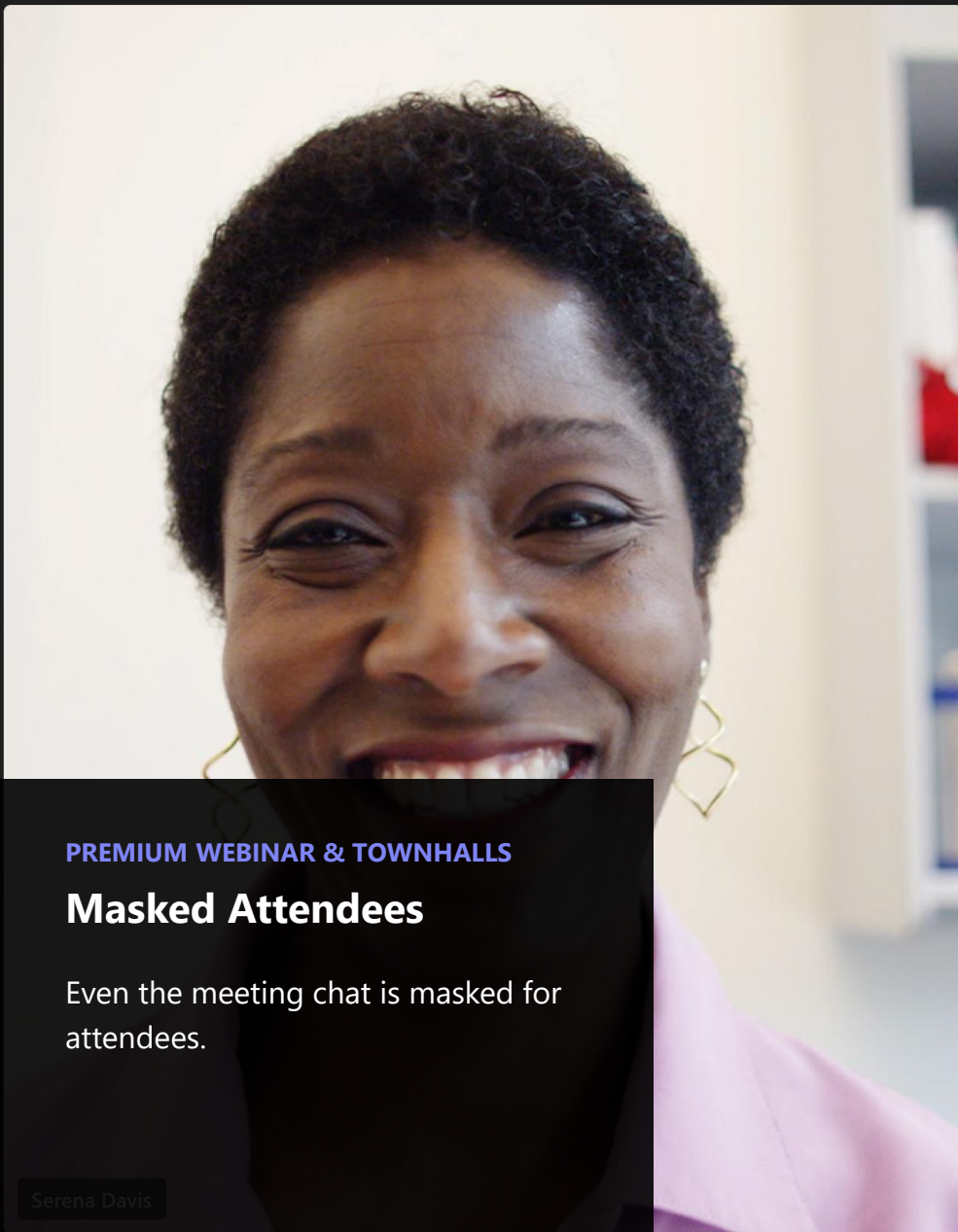


PREMIUM WEBINAR & TOWNHALLS

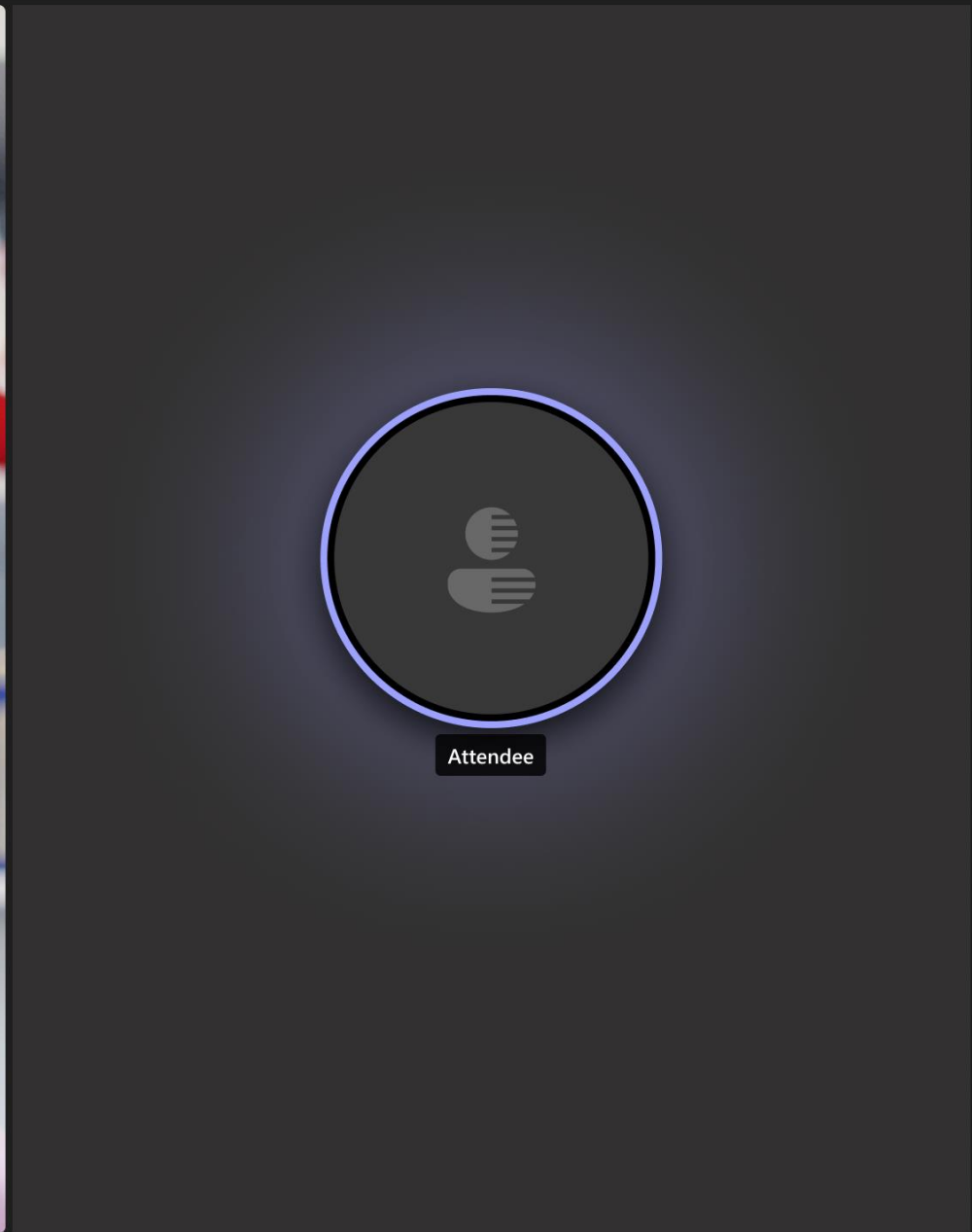
Masked Attendees

Presenters and Organizers see the full names of everyone, including attendees.





PREMIUM WEBINAR & TOWNHALLS
Masked Attendees
Even the meeting chat is masked for attendees.
Serena Davis



Chat

Daniela Mandera 10/27
Hello!

10/27
What do you think?

LMK if you have any feedback

Attendee 10/27
This is looking good. Thank you!

Appreciate the hustle

10/27
No problem

Type a new message
[Icons for text, link, emoji, gif, video, more, send]

PREMIUM WEBINAR & TOWNHALLS

Green Room



People



Chat



React



Q&A



Notes



More



Mic



Camera

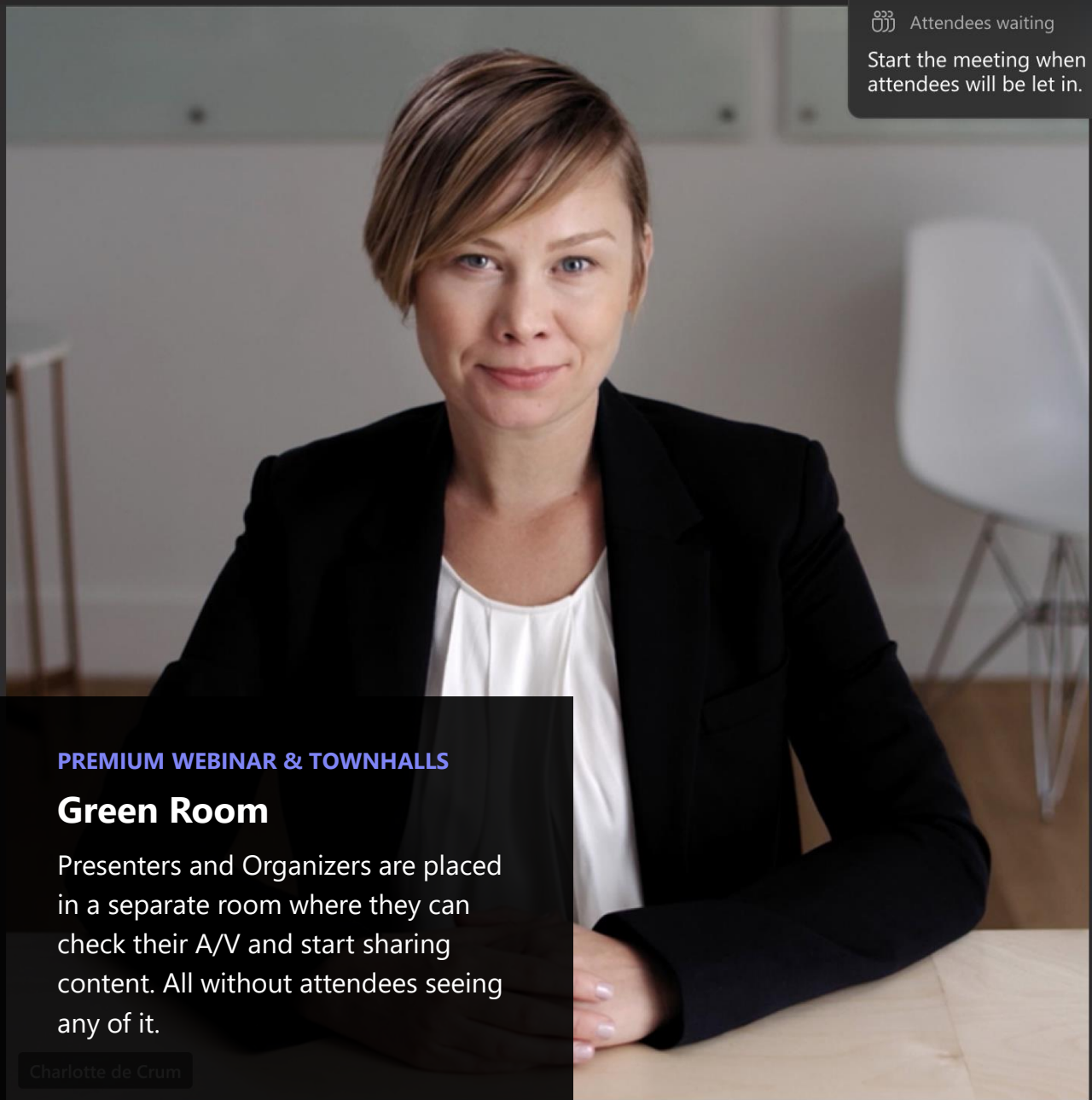


Share

Start meeting

Leave

Attendees waiting
Start the meeting when you're ready and attendees will be let in.



PREMIUM WEBINAR & TOWNHALLS

Green Room

Presenters and Organizers are placed in a separate room where they can check their A/V and start sharing content. All without attendees seeing any of it.

Charlotte de Crum

Aadi Kapoor



Leave

Reactions available once event starts

Welcome to

Design Workshop

This meeting will start shortly.

PREMIUM WEBINAR & TOWNHALLS

Green Room

Attendees are in a holding experience where they cannot unmute or turn on their video.

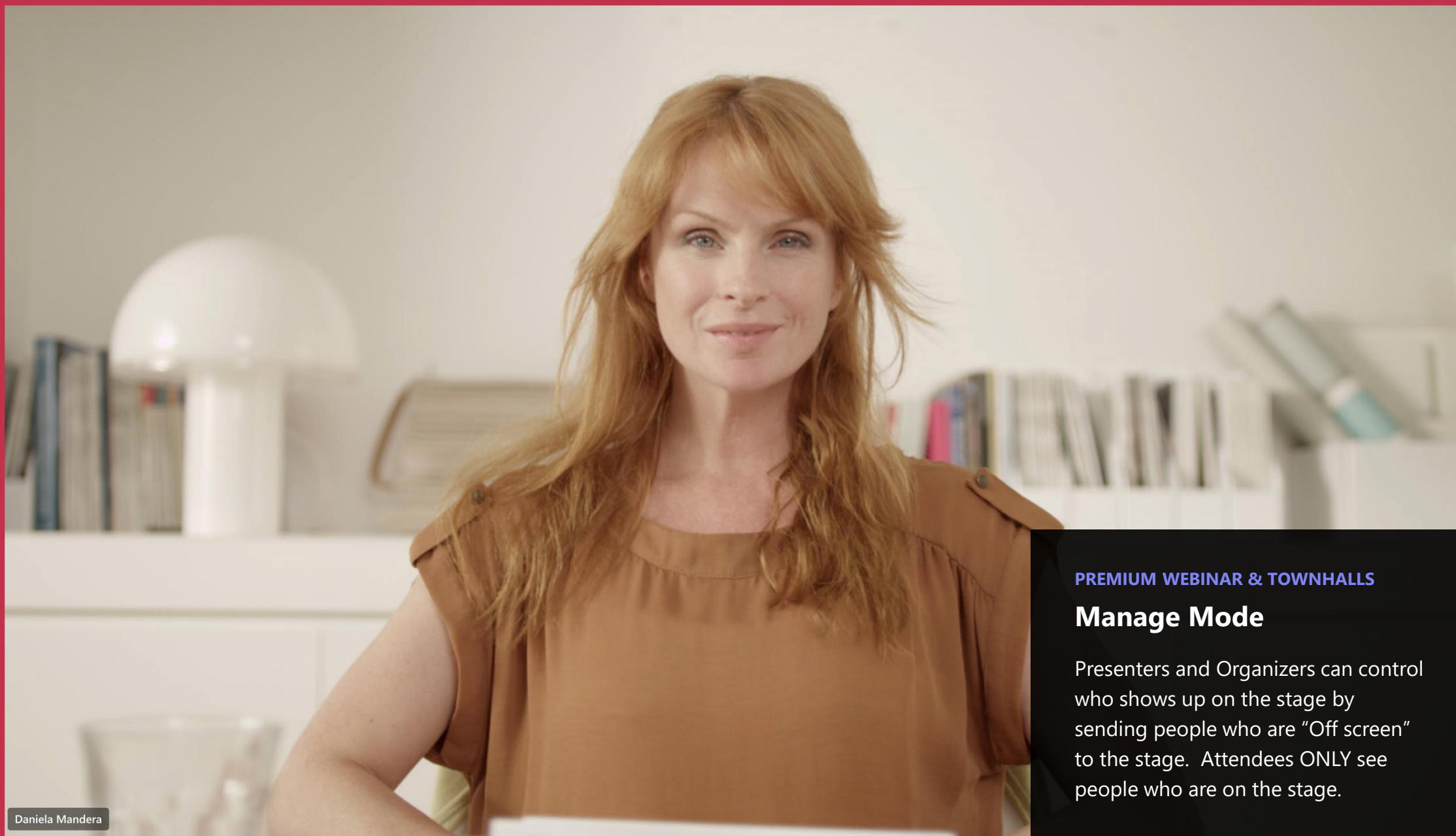
PREMIUM WEBINAR & TOWNHALLS

Manage Mode



Off screen

Presenters



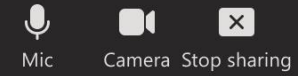
Daniela Mandera

PREMIUM WEBINAR & TOWNHALLS**Manage Mode**

Presenters and Organizers can control who shows up on the stage by sending people who are "Off screen" to the stage. Attendees ONLY see people who are on the stage.

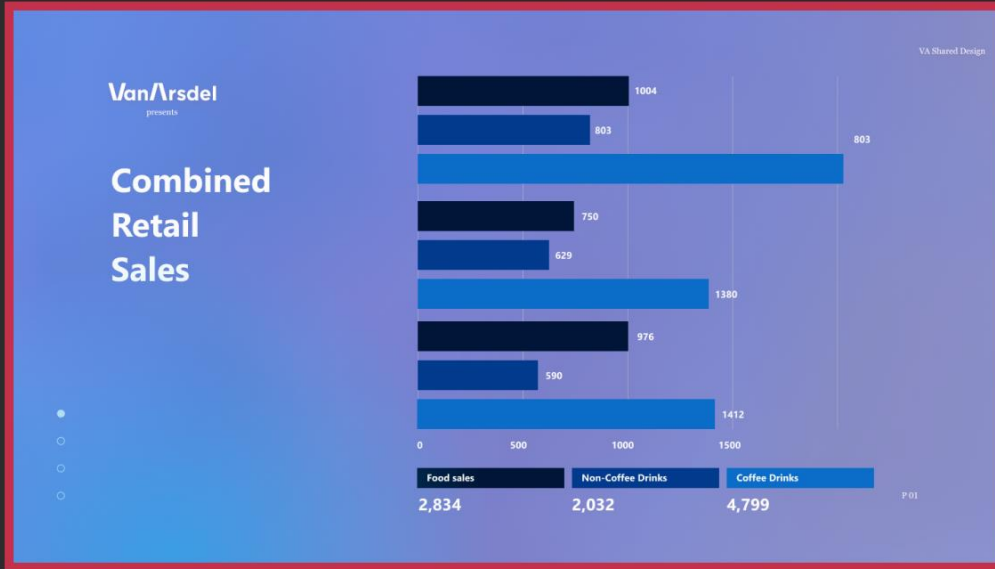


Stop presenting



Leave

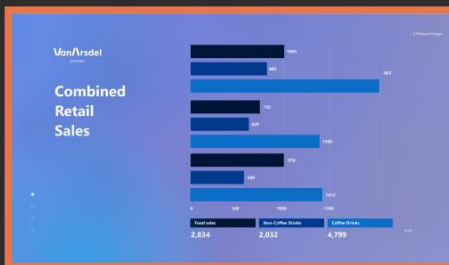
Off screen



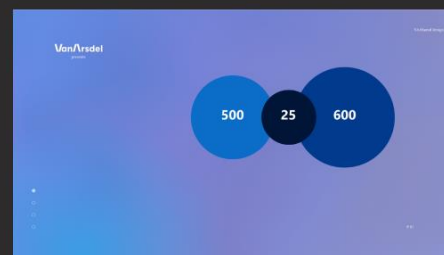
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



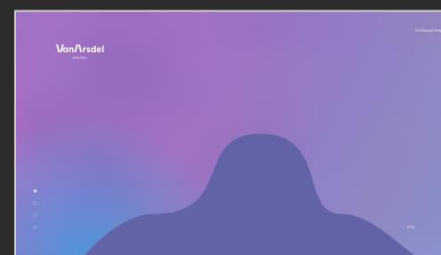
Introduction



1



2



3



4

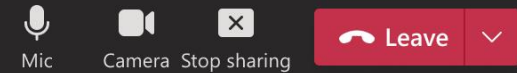
PREMIUM WEBINAR & TOWNHALLS

Manage Mode

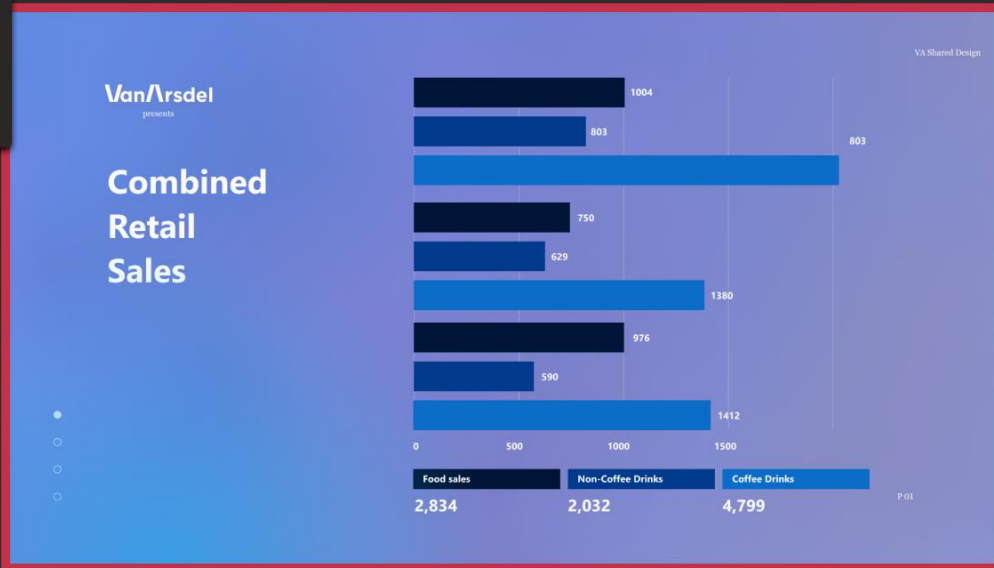
Presenters and Organizers can also push content onto the stage as well.



Stop presenting



- Disable video
- Disable mic
- Bring on screen



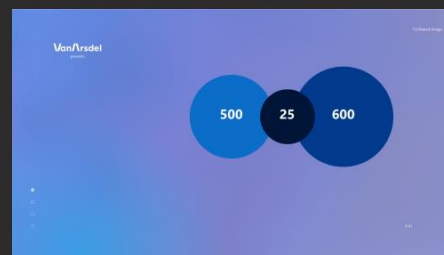
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



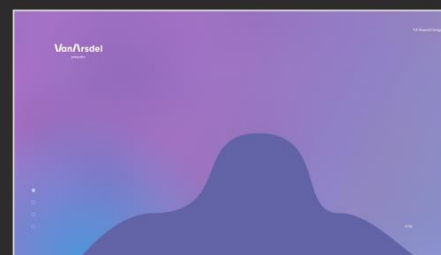
Introduction



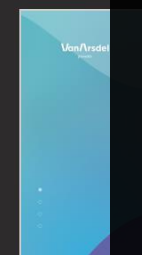
1



2



3



4

PREMIUM WEBINAR & TOWNHALLS

Manage Mode

Presenters and Organizers can bring people onto the stage via the "... control and selecting "Bring on screen".

Managed mode is enabled, To request to appear on stage, raise your hand

VanArsdel presents

Combined Retail Sales



PREMIUM WEBINAR & TOWNHALLS

Manage Mode

Attendees only see the shared content along with the videos of people who were pushed onto the stage.

-
-
-
-
-

MODERNIZE YOUR DIGITAL EXPERIENCE

Virtual appointments



Search



Hi Amanda, welcome back to Virtual Appointments!

Bookings schedule

Woodland Bank
Pinned calendar

50
Staff members

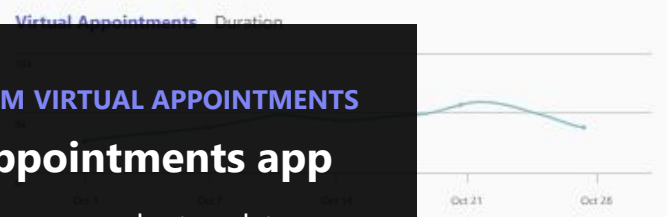
Connect a calendar Create a new calendar

Queue

3 Waiting	4 Appt. started	26 Attendee late
2 No show	4 Completed	26 Not started

View queue

Analytics



Manage

Client no-shows reduced by 30% after you started SMS reminders.



View manage



What's new

Link Forms to appointment types

Watch this 3 min video to learn more about Forms in Virtual Appointments.

Link a form



BASIC/PREMIUM VIRTUAL APPOINTMENTS

Virtual Appointments app

Organizations can conduct end-to-end B2C engagements that build deeper customer relationships through simplified scheduling, meeting facilitation, and post meeting follow-ups all in one location.



Search



Mortgage Consultation

Save Close

From: Woodland Bank Time zone: (UTC -8:00) Pacific Time (US & Canada)

Ruth Bengtsson

Cc others

Customers have consented to email communication. [Learn more.](#)

Sept. 16, 2022 8:15 AM → Sept. 16, 2022 8:30 AM 30m

Quinn Anderson [+ Add note for staff](#)

Make this a Teams meeting

Confirmation message

B *I* U | | | | ...

We look forward to meeting with you.

Send a text message to external client before visit

[Add an email reminder](#)

Forms [Add a form to fill out](#) [New](#)

- Activity
- Chat
- Teams
- Calendar
- Calls
- Virtual App...
- ...
- Apps
- Help

BASIC/PREMIUM VIRTUAL APPOINTMENTS

Bookings schedule

Scheduling administrators and staff can create virtual appointments and service it appropriately.



Search



Today Thursday, September 16, 2022 Woodland Bank

Lobby chat Filter + New booking

Walk-in

Requested time	Reason for visit	Client name	Client status	Staff member	Join appt.
8:25 AM	Mortgage consultation	Juan Morgan	Appt. started 7m	William Beringer	Join
8:32 AM	Consultation	Kendall Collins	Waiting 1m	-	Join

Scheduled

Appt. time	Duration	Appt. type	Client name	Client status	Staff member
8:15 AM	15m	Onboarding	Ellis Turner	Completed 18m	Amari Rivera
8:15 AM	15m	Mortgage consultation	Ruth Bengtsson	Waiting 3m	Quinn Anderson
8:15 AM	15m	Loan approval	Olivia Wilson	Appt. started 15m	Michael Peltier
8:15 AM	15m	Mortgage consultation	Sydney Mattos	Waiting 2m	Nathan Rigby
8:15 AM	15m	Locking rates	Avery Howard	No show	Markus Long
8:15 AM	15m	In person Onboarding	Maria Sullivan	Late	Morgan Connors
8:15 AM	15m	Mortgage consultation	Oscar Ward	Not started	Michael Peltier
8:15 AM	15m	Mortgage consultation	Tiara Hidayah	Not started	Quinn Anderson

RB Ruth Bengtsson

8:19 AM
Hi Ruth, our sales associate will be with you shortly.

Type a new message

PREMIUM VIRTUAL APPOINTMENTS


Queue view and two-way waiting room chat

Enable scheduling admins to set-up and manage scheduled and walk-in virtual appointments in one location and allow them to send messages to attendees prior to appointments.

Lamna Healthcare

The New York Times - Breaki... Amazon.com: Online Shoppi...

https://lamnahealthcare/on-demand-visit



Lamna Healthcare Virtual care service

✓ SELECT TYPE OF SERVICE

Schedule an appointment
A virtual appointment with your primary or specialty provider for a fut...
[Read more](#)

See a provider now
An immediate virtual appointment with a provider to address a minor concern.
Available 8 AM - 8 PM (Pacific Time)

✓ SELECT A SERVICE

Illness/Injury video visit
30 min

COVID-19 Screening
30 min

📄 ADD YOUR DETAILS


Name *
Lily Georgeson

Phone number *
Add your phone number

Email *
lily@gmail.com

Notes (optional)
I'm super sick. I don't know what's going on :(

Meet now

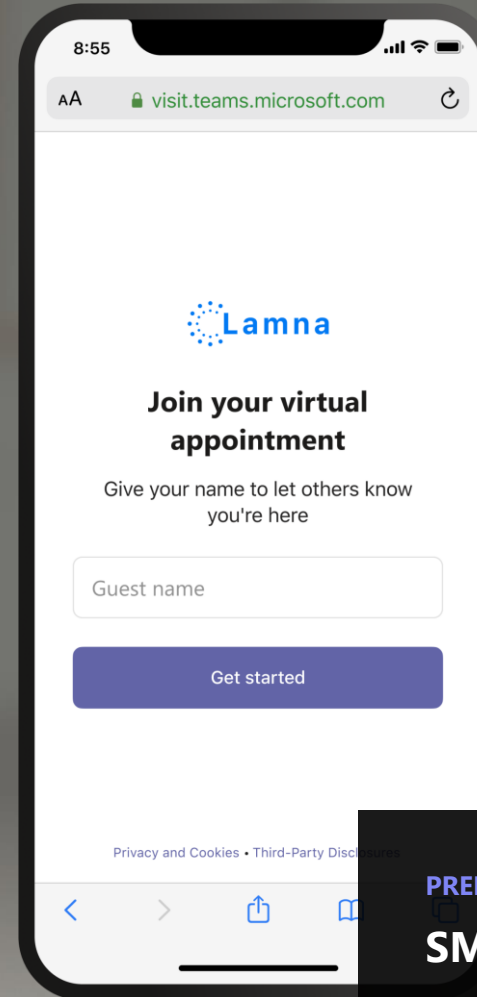
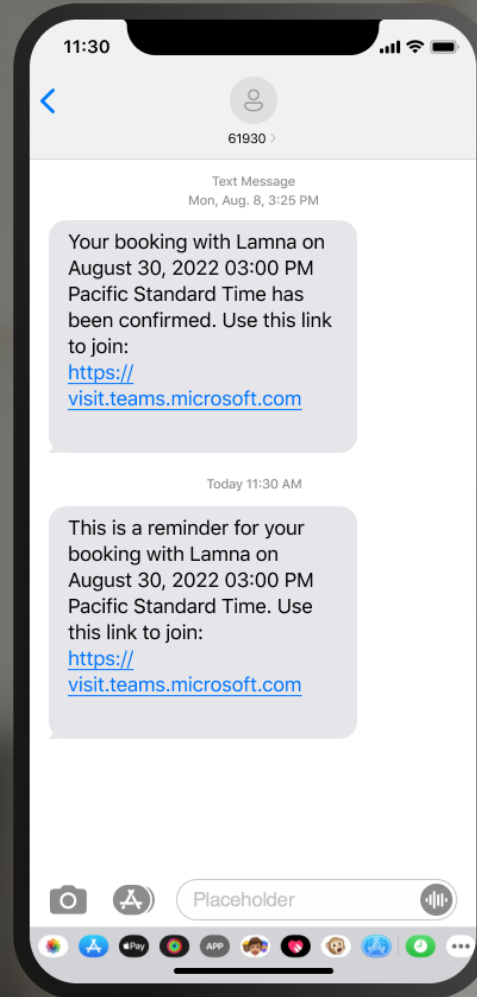
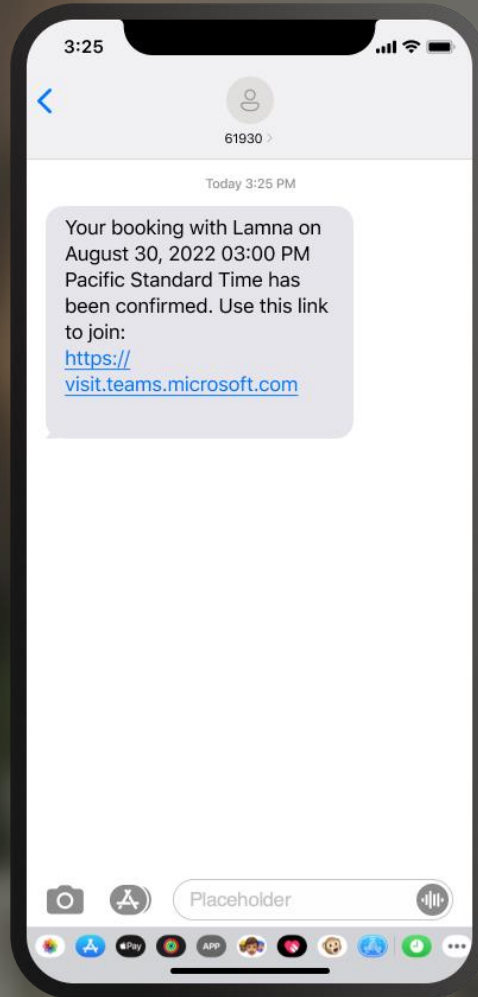


Powered by Microsoft Bookings
2022 Microsoft - Privacy & Cookies

PREMIUM VIRTUAL APPOINTMENTS

On-demand meetings

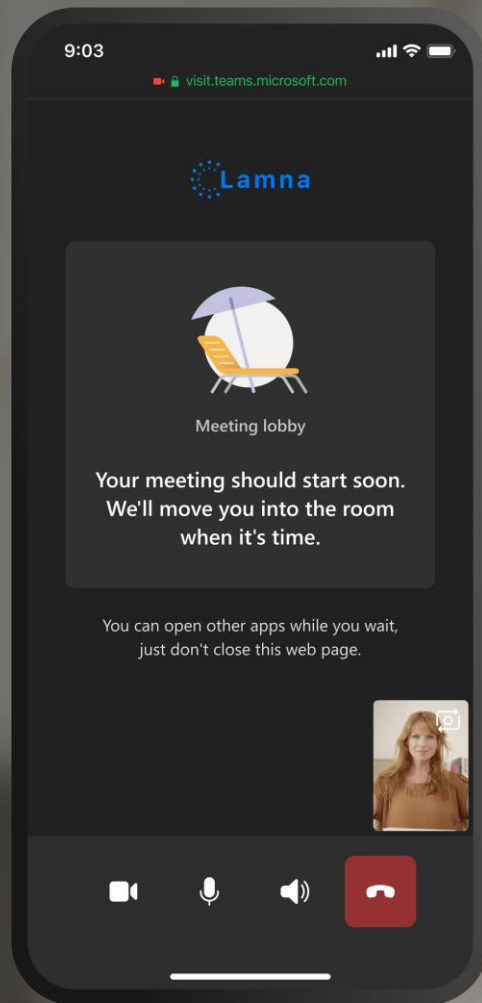
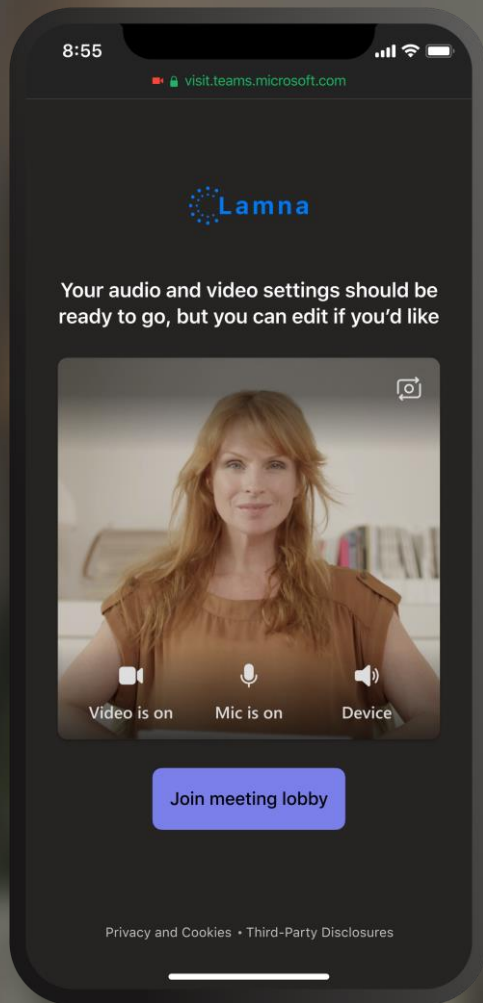
Customers can request an on-demand appointment in a custom branded web page



PREMIUM VIRTUAL APPOINTMENTS

SMS reminders

Attendees will receive confirmation and reminder text messages with details of their appointment including the meeting join link to join via their mobile browser.



PREMIUM VIRTUAL APPOINTMENTS

Browser Join and Waiting Room

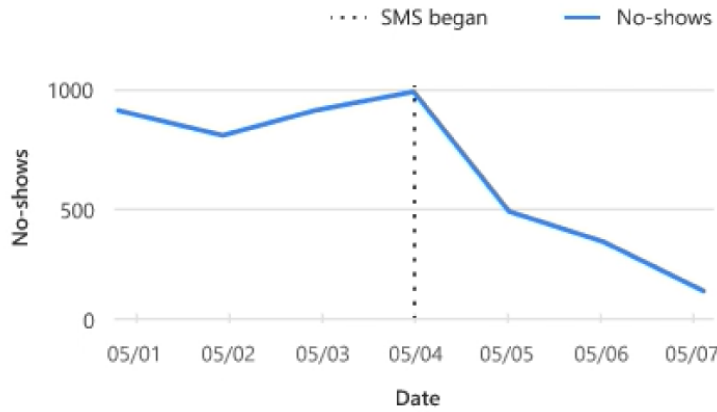
Attendees can join via their mobile browser without needing to download an application. Enable a custom waiting room with branding logo and ability to send messages to the attendee as they wait.

SMS reminders decreases no-shows

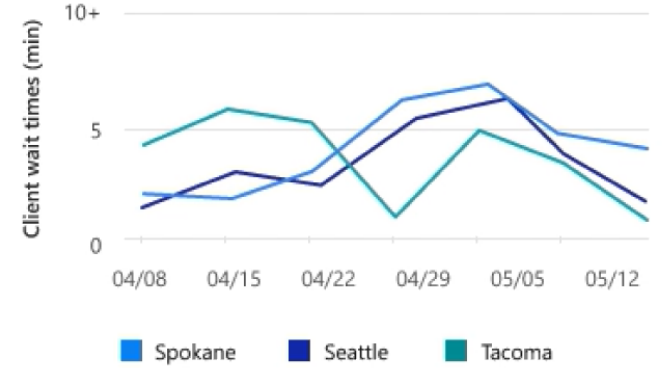
No-shows

30% ↓

Client no-shows reduced by 30% after you started SMS reminders.



Client wait times



You're doing great!

From April 15 - May 15, your meetings received

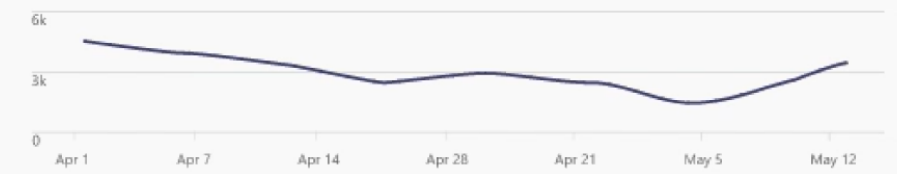
This average rating is determined by

- 48 meetings you've organized
- 29 survey responses received
- 91 total meeting attendees

[See all meeting ratings](#)

Usage

[See usage analytics](#)



PREMIUM VIRTUAL APPOINTMENTS

Analytics

Organizations can view usage trends to measure business value of virtual appointment and drive outcomes with no-shows and calendar-level analytics.

- Dashboard
- Teams
- Users
- Teams devices
- Teams apps
- Meetings
- Messaging policies
- Voice
- Locations
- Policy packages
- Planning

Analytics & Reports

View reports

Downloads

Report

Virtual Appointments usage

Date range

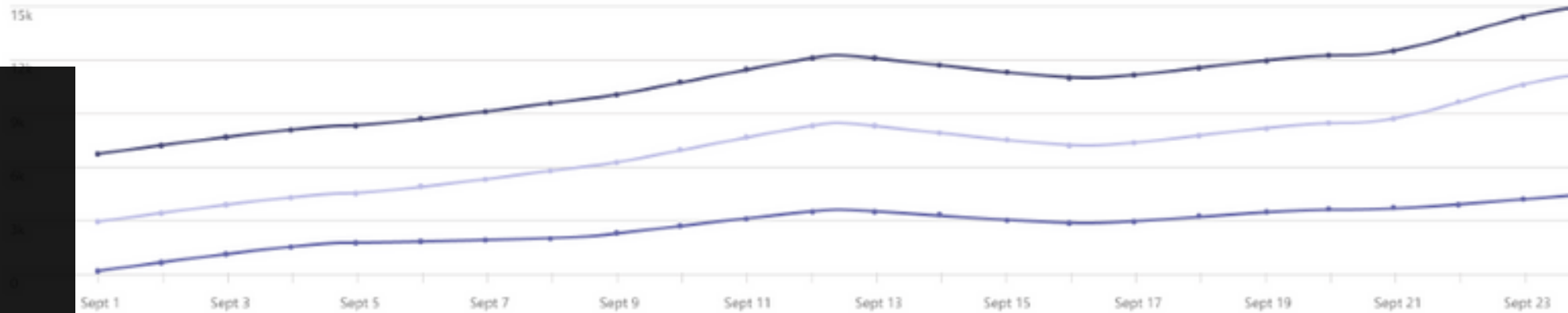
Last 30 days

Run report

Virtual Appointments usage

September 30, 2022 11:59 am (PT) | Date range: September 1, 2022 - September 30, 2022

VIRTUAL APPOINTMENTS BOOKINGS EHR DURATION NO-SHOWS



50,000
Total Appointments

40,000
Total Bookings Appointments

10,000
Total EHR Appointments

PREMIUM VIRTUAL APPOINTMENTS

Organization Analytics

Administrator can view aggregated analytics across departments and entire organization.

- EDU settings
- Notifications & alerts



Virtual appointment Details Scheduling assistant

Save

Show as: Busy | Category: None | Time zone: (UTC - 08:00) Pacific Time (US & Canada) | Response options

Options

This virtual appointment will be scheduled as a Teams meeting and an invitation link will be sent to any external guests.

Add title

External guest name * | External guest email *

+ Add additional external guests

Send guests a web join link customized for Virtual Appointments.
 Attendees will be sent a link to join via the virtual appointment web experience with mobile browser join and waiting room. When turned off, attendees will be sent a standard Teams Meeting link.

11/15/2021 12:00 PM → 11/15/2021 12:30 PM 30m All day

Does not repeat

Add attendees within my organization +Optional

Add location

B *I* U ~~S~~ | | 99 ...
Add a message, such as a confirmation note, to the meeting invitation that will be sent to and viewed by all attendees.

Send a text message to external guest before visit Premium

Recording automatically

Allow meeting chat
In-meeting only

Who can present?
Everyone

More options

PREMIUM VIRTUAL APPOINTMENTS

Team meeting template

Enable schedulers to easily create a virtual appointment as a meeting type in Microsoft Teams with pre-created fields..

End-to-end Virtual Appointments experience

**Coming soon*

With Microsoft 365, you can start using basic capabilities today that make it easy to join and schedule a business-to-customer meeting.

With Teams Premium, your organization gets advanced Virtual Appointment capabilities to drive operational excellence and personalize customer experiences.

Value pillar	Capability or feature	Premium features	Features available in all paid Microsoft 365 licenses
Delight customers	Mobile browser join	✓	✓
	Lobby Waiting Room	✓	✓
	Forms integration	✓	✓
	SMS notifications	✓	
	Custom waiting room, branding	✓	
	2-way lobby chat*	✓	
	Post appointment follow-up*	✓	
Streamline appointment management	Bookings: Scheduling and appointment management	✓	✓
	Virtual Appointment meeting type in Teams*	✓	✓
	Virtual Appointment APIs	✓	✓
	On-demand queue	✓	
	Scheduled queue	✓	
Measure rich analytics and reports	Departmental Analytics	✓	
	Organizational Analytics	✓	

Appendix

Teams core value vs. Teams Premium value

Category	Teams core value	Teams Premium value
More Personalized	<ul style="list-style-type: none"> • Normal, out-of-the-box meeting in Teams • Normal Teams look and feel, with your basic backgrounds 	<ul style="list-style-type: none"> + New meeting templates, pre-configured by IT (NEW) + Custom meeting branding with branded lobby (NEW), custom organization backgrounds and custom organization together mode scenes + Custom user policy packages
More Intelligent	<p>Live captions</p> <p>Meeting recap</p> <ul style="list-style-type: none"> • Recording • Transcript • Files • Apps 	<ul style="list-style-type: none"> + Live translation for captions (40 languages) <p>Intelligent recap* (NEW)</p> <p>Recording:</p> <ul style="list-style-type: none"> + Auto-generated chapters in meeting recording + Personalized timeline markers in meeting recordings <p>Transcript:</p> <ul style="list-style-type: none"> + Intelligent search with speaker suggestions in the transcript <p>Action items:</p> <ul style="list-style-type: none"> + AI generated tasks during and after the meeting
More Secure	<p>Meeting protection:</p> <ul style="list-style-type: none"> • Managing lobby w/ lobby controls • End-to-end encryption for 1:1 calls • Moderating chat w/ chat controls • Who can present 	<p>Advanced meeting protection (NEW)</p> <ul style="list-style-type: none"> + Watermarking + Who can record + End-to-end encryption option for online meetings (up to 50) + For E5 customers: Microsoft Purview Information Protection sensitivity labels for Teams meetings to preset meeting options
Advanced Virtual appointments	<p>Basic</p> <ul style="list-style-type: none"> • Virtual appointment app (w/queue and analytics view behind paywall) (NEW) • Virtual Appointments APIs (NEW) • Mobile browser join • Virtual Appointment meeting type in Teams (NEW) • Lobby Room • Forms integration 	<p>Advanced</p> <ul style="list-style-type: none"> + Custom lobby room with branding, logos, and more (NEW) + On-demand (NEW) and scheduled appointment functionality and queue views + SMS notifications + Analytics at departmental (NEW) and organizational levels
Advanced Webinars	<p>Basic</p> <ul style="list-style-type: none"> • Basic registration • Co-organizer • Registration capacity limits • Q&A (up to 1K) • Attendee reporting • D365 marketing integration 	<p>Advanced (NEW)</p> <ul style="list-style-type: none"> + Green room + Manage attendee view + Reminder emails + Waitlist & manual approval + Limit registration date & time + Lobby bypass for registered users
eCDN	N/A (only offered as a standalone offer currently)	<ul style="list-style-type: none"> + 1P eCDN for Teams Live Events (bundled as a part of Teams Premium)

Teams core value = value available in your current Microsoft 365 or Office 365 license

Teams Premium value = value that will be available in Teams Premium

• = features in intelligent recap will start rolling out in the first half of 2023

• Highlighted = features previously in Advanced Communications

Protected	Personalized	Intelligent	Advanced Meeting Types
<p>End-to-end encryption option</p> <p>PM: Maryam Ahmad</p> <ul style="list-style-type: none"> • Encryption of information at its origin and decryption at its intended destination without the ability for intermediate nodes to decrypt. • If enabled by IT, meeting organizers can leverage E2EE for Teams meetings. Try E2EE for 1:1 Teams calls: https://aka.ms/e2ee <p>Watermark</p> <p>PM: Sadaf Badar</p> <ul style="list-style-type: none"> • Superimposes an image consisting of a meeting participant's email address onto the shared content they're viewing and over their video feed to help prevent viewers from leaking sensitive or confidential content shared during the meeting.. <p>Sensitivity Labels for meetings</p> <p>PM: Sanjay Ramaswamy, Yilin Yang, Maryam Ahmad</p> <ul style="list-style-type: none"> • Compliance officers can create sensitivity labels and define what meeting options are affected. • The settings chosen will be enforced to Teams meetings that have this label applied, includes channel meetings and those scheduled in Teams or Outlook <p>Prevent copy/paste</p> <p>PM: Yilin Yang</p> <ul style="list-style-type: none"> • Prevent copy/paste can be enabled for sensitivity labels toto protect highly sensitive conversations and prevent leakage of confidential data 	<p>Meeting templates</p> <p>PM: Ralph Maamari</p> <ul style="list-style-type: none"> • Meeting templates can be used to configure default values of meeting options and to control which scheduling options are available to meeting organizers (external meetings, Board meetings, etc.) • Templates can be assigned to specific users <p>Branded meetings</p> <p>PM: Nive Raghavan</p> <ul style="list-style-type: none"> • Customization of meetings with your organization's branding. IT Admins can define a custom logo and background for the meeting pre-join and lobby experience to highlight their brand for all participants (internal and external <p>Org-defined backgrounds & custom Together-mode scenes</p> <p>PM: Margi Desai, Kartik Datwani</p> <ul style="list-style-type: none"> • Custom tenant level backgrounds and Together-mode scenes that can be uploaded by IT admins to reflect the unique culture and branding of their organization. <p>Custom user policy packages</p> <p>PM: Rahul Dey</p> <ul style="list-style-type: none"> • Predefined policies and settings that IT Admins can customize and apply to a group of users who have a similar roles in their organization to simplify, streamline, and help provide consistency when managing policies 	<p>Live Translation for Captions</p> <p>PM: XiXi Chen</p> <ul style="list-style-type: none"> • Select live caption translation in your preferred language to enabled all users to fully participate in meetings without language barriers <p>Intelligent Recap: Recording</p> <p>PM: Tanja Petrovic, Katarina Djukic</p> <ul style="list-style-type: none"> • Personalized timeline markers that call out important moments in the meeting such as when your name was mentioned, leave/join events, and screen share events • Auto generated chapters to navigate recordings <p>Intelligent Recap: Transcript</p> <p>PM: Garrett Bronner, Itai Hershenhoren</p> <ul style="list-style-type: none"> • Intelligent search with suggested speaker in transcript <p>Intelligent Recap: Action items</p> <p>PM: Oori Pen, Einav Blumenfeld</p> <ul style="list-style-type: none"> • AI generated tasks during and after meetings 	<p>Premium Webinar & Townhalls</p> <p>PM: Sam Chung</p> <ul style="list-style-type: none"> • Webinars – structured & interactive presentations to a broader audience • Townhalls – One-2-many format streaming, using advanced production tools and structured management <p>Microsoft eCDN for live events</p> <p>PM: Guy Paskar</p> <ul style="list-style-type: none"> • eCDN providers can used for Teams Live Events (and eventually Overflow) to help reduce network strain/saturation on corporate networks during high-bandwidth events <p>Virtual appointments</p> <p>PM: Megan Olsen</p> <ul style="list-style-type: none"> • Premium analytics that drive business insights and key investments • Customized meeting treatment that promotes a more personalized virtual experience • Walk-in appointments that expands service reach and generates demand
<p>Classified as Microsoft Confidential</p>			



THANK YOU!!!

Stay connected with the Health and Life Science Community Connection group by joining our Viva Engage community.

[Health & Life Sciences Community Connection Viva Engage Registration Link](#)

