



A Deep Dive into Teams Premium

Unlocking the Full Potential of Collaboration



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 **Syskit**

Xylos



Microsoft Teams Premium

The smart place to work



Intelligent Collaboration

Use AI to focus
on what matters most
in every meeting and call



Rich Engagements

Reimagine flexible work
and create personalized
engagements that grow your
business and brand



Advanced Protection & Management

Collaborate more securely
with advanced protection and
customized Teams
management



Microsoft Teams Premium

The smart place to work



Intelligent Collaboration

- Intelligent Meeting Recap
- Intelligent Call Recap
- Live Translation for Captions



Rich Engagements

- Microsoft Places
- Branding & Personalization
- Advanced Webinars & Town halls
- Virtual Appointments
- Queues App
- Microsoft Mesh



Advanced Protection & Management

- Watermarking
- End-to-End Encryption
- Meeting Controls
- Templates
- Advanced Collaboration Tools

Note: Not an exhaustive list of capabilities

Teams Premium

PROTECTION & ADVANCED MANAGEMENT FOR MEETINGS

- Advanced collaboration analytics
- Priority account chat controls
- Proactive meeting quality monitoring
- Custom user policy package
- End-to-end meeting encryption
- Hide attendee names
- Manage what attendees see
- Prevent users from sharing content in external meetings
- Prevent copy and forward of meeting chat, captions, transcripts and recap
- Sensitivity labels
- Teams Premium feature usage report
- Watermark
- Who can record
- Who has access to artifacts

PERSONALIZED MEETINGS

- Custom meeting backgrounds for organizations
- Custom together mode scenes for organizations
- Meeting templates
- Meeting themes
- RTMP-in

PREMIUM EVENTS

- Town halls
- Webinars
- Microsoft eCDN

CALLS

- Intelligent call recap
- Queues app

ADVANCED VIRTUAL APPOINTMENTS

- Virtual Appointments
- Virtual Appointments app with Queue and Analytics
- Premium SMS Reminders
- Virtual lobby with branding and logos
- Org-level analytics in Teams Admin Center

INTELLIGENT MEETINGS

- Decorate your background
- Intelligent Meeting Recap
- Live translated captions
- Live translated transcription

Start your AI journey with Copilot for Microsoft 365 and Teams Premium



Copilot for Microsoft 365

- Your AI assistant that works alongside you **within the Microsoft 365 apps** and in a **single destination** to help you navigate any task
- Enhance **productivity**
- Generative AI **based on your unique prompts**



Teams Premium

- Brings together advanced capabilities **across Microsoft Teams** to make collaboration more intelligent, engaging and protected
- Enhance your **teamwork**
- **Built-in** generative AI to get you started

How your organization can benefit from both

Key scenarios



Copilot for Microsoft 365

Unleash creativity and productivity

High usage across different Microsoft 365 apps (Word, Outlook, PowerPoint, etc)

Create, edit, or review content frequently

Pull together information from multiple sources often

Analyze data or identify insights

Often creates or reviews content across Microsoft 365 apps

Frequently attends meetings or is often double booked for meetings

Works hybrid across in-office and remote locations

Communicates frequently with partners or customers **outside the organization**

Connects with clients and other employees who **speak different languages**

Needs to share **confidential or regulated information** in meetings or appointments

Facilitates and manage **webinars or internal all-hands meetings**

Schedules and runs **virtual appointments**



Microsoft Teams Premium

Modernize collaboration and communication for the next digital era

Better Together: Copilot for Microsoft 365 and Microsoft Teams Premium



	Microsoft Teams Premium	Copilot for Microsoft 365
Advanced collaboration capabilities in Microsoft Teams	<ul style="list-style-type: none">Microsoft Places to reimagine flexible work and foster in-office connectionsAdvanced meeting protection like custom watermarks, end-to-end encryption, and auto-background blurAdvanced Collaboration Tools with priority account chat controls and advanced collaboration analyticsMeetings that are branded to you and your organization's styleMeeting templates, pre-configured by ITAdvanced Virtual Appointment capabilities with SMS reminders, web join, schedulingAdvanced webinars with registration and custom communicationAdvanced Town halls for large-scale, professionally produced employee eventsMicrosoft Mesh for customized and larger capacity immersive meetingsQueues App with collaborative routing and queue performance management toolsReal-time translation of meeting captions and transcriptsIntelligent recap to quickly catch-up on the most relevant information from meetings and callsCopilot in Teams to ask questions to resolve topics, catch up during meetings, organize points	<ul style="list-style-type: none">✓*✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
Advanced AI in Microsoft 365 apps (beyond Teams)	<ul style="list-style-type: none">Microsoft Copilot UXAI-powered web groundingMicrosoft 365 Graph grounding (content and context)Copilot in the core Microsoft apps:<ul style="list-style-type: none">• Copilot in Word – Transform writing with efficiency and creativity• Copilot in PowerPoint – Turn your inspiration into stunning presentations• Copilot in Excel – Analyze, comprehend and visualize your data with ease• Copilot in Outlook – Stay on top of your inbox, manage meeting follow-up, and create impactful communication• Copilot in Loop – Unlock the power of shared thinking• Copilot in OneNote – Revolutionize the way you plan, and organize	<ul style="list-style-type: none">✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

■ = AI features

* Specific details about which Places features will require a Teams Premium license will be shared ahead of General Availability (GA). Note: AI generated notes and tasks are created for transcribed calls and for meetings that are recorded or transcribed. Other intelligent recap features may require the meeting to be recorded and are not supported for calls.

All licenses include Commercial Data Protection and Microsoft 365 Security, Privacy, and Compliance.

AI capabilities across licenses

AI capabilities deeply embedded in Teams

- AI-based noise suppression
- AI-based video optimization (brightness, backgrounds)
- Suggested Replies
- Live meeting captions and transcript
- Cameo video overlay on screen share and PowerPoint Live

Meeting Experience

- Real-time translation of meeting captions and transcript
- Intelligent recap* (after meeting) – standardized AI-notes and AI-tasks
- Intelligent recap* (after meeting) – video, speaker, and chapter markers
- Ask any question about the meeting (available during and after meeting)
 - “How did the team react to this proposal?”
 - “Does this plan’s timeline have any conflicts?”
 - “Create a table with pros and cons of option 1”

Other capabilities

- Microsoft Copilot UX
- AI-powered web grounding and Microsoft 365 Graph grounding
- Microsoft Copilot and Copilot Studio
- Copilot in core Microsoft 365 apps (Word, PowerPoint, Excel, Outlook, Loop, OneNote)



Microsoft
Teams

Microsoft
Teams Premium

Copilot for
Microsoft 365



Not an exhaustive list of AI capabilities.

Note: AI generated notes and tasks are created for transcribed calls and for meetings that are recorded or transcribed. Other intelligent recap features may require the meeting to be recorded and are not supported for calls.

All licenses include Commercial Data Protection and Microsoft 365 Security, Privacy, and Compliance.



Teams Premium

Intelligent Collaboration

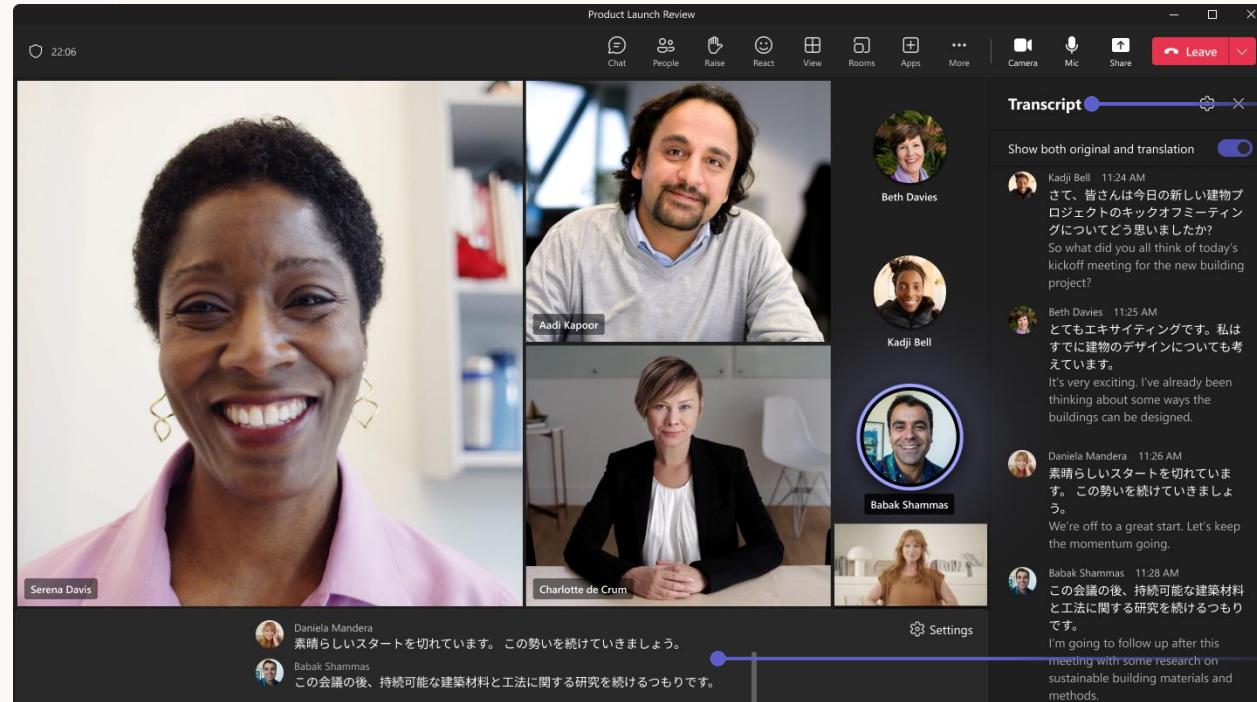




INTELLIGENT COLLABORATION

Language translation

Leverage AI to break down language barriers and support global teamwork



Live translation of transcript
AI powered translation supports over 40 languages

Live translation of captions
Empower all participants to engage in the discussion

Live Translated transcripts

Start a live transcription

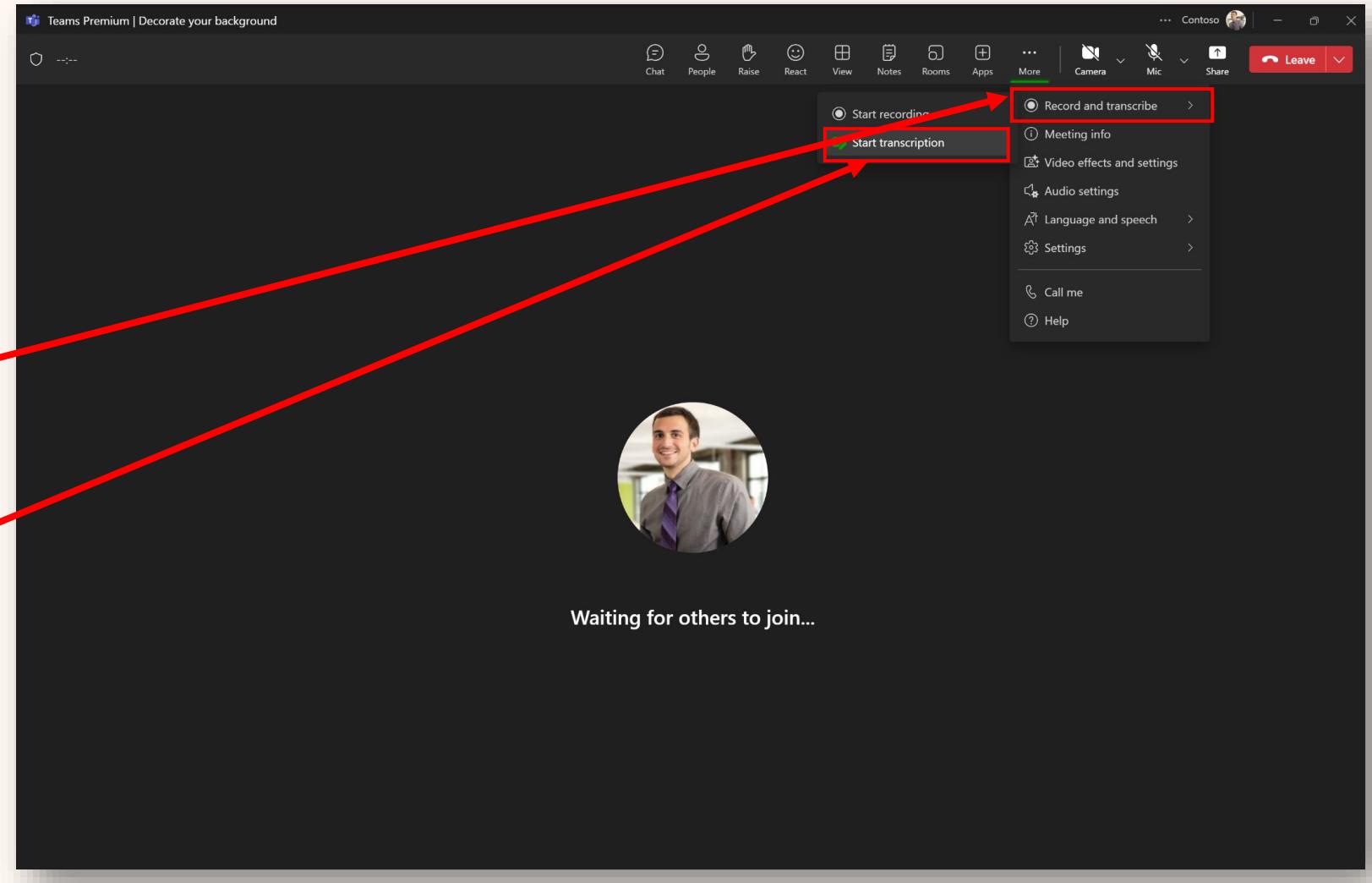
When you **record** a meeting,
transcription starts automatically.

To start a **live transcription only**:

Step 1: Select **More** actions in the meeting controls.

Step 2: Choose **Record and transcribe**

Step 3: Select **Start transcription**.



Live Translated transcripts

Change spoken language

The transcription language must match the language being spoken in the meeting.

Step 1: In the transcript pane,

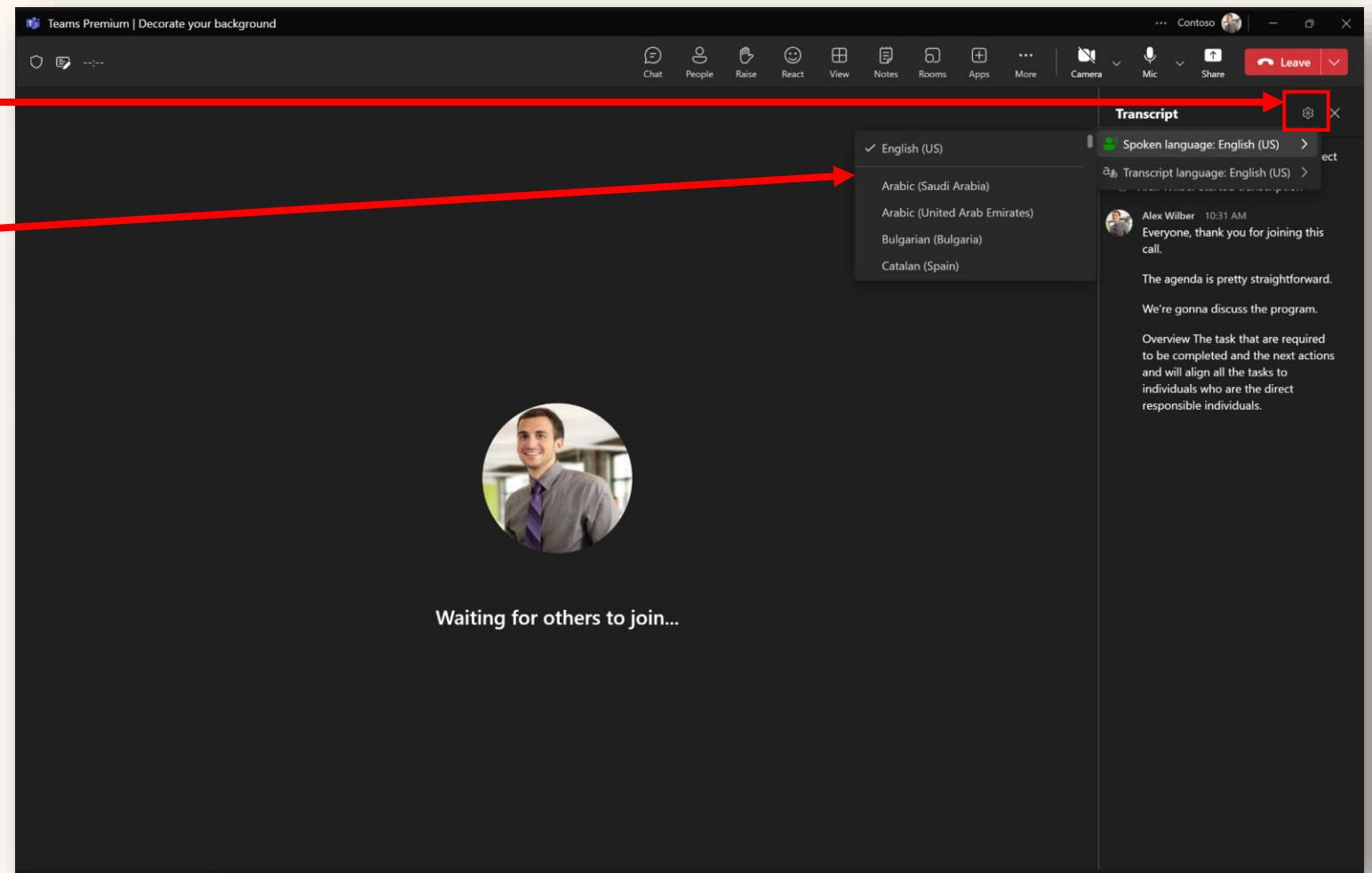
select **Transcript settings**

Step 2: Hover over **Spoken**

language and select the language
people are speaking.

Step 3: Select **Confirm**. The

transcript will now display in this
language



Live Translated transcripts

Change transcript language

Teams premium users can translate the meeting transcript into the language that they are most comfortable with.

Step 1: In the transcript pane,

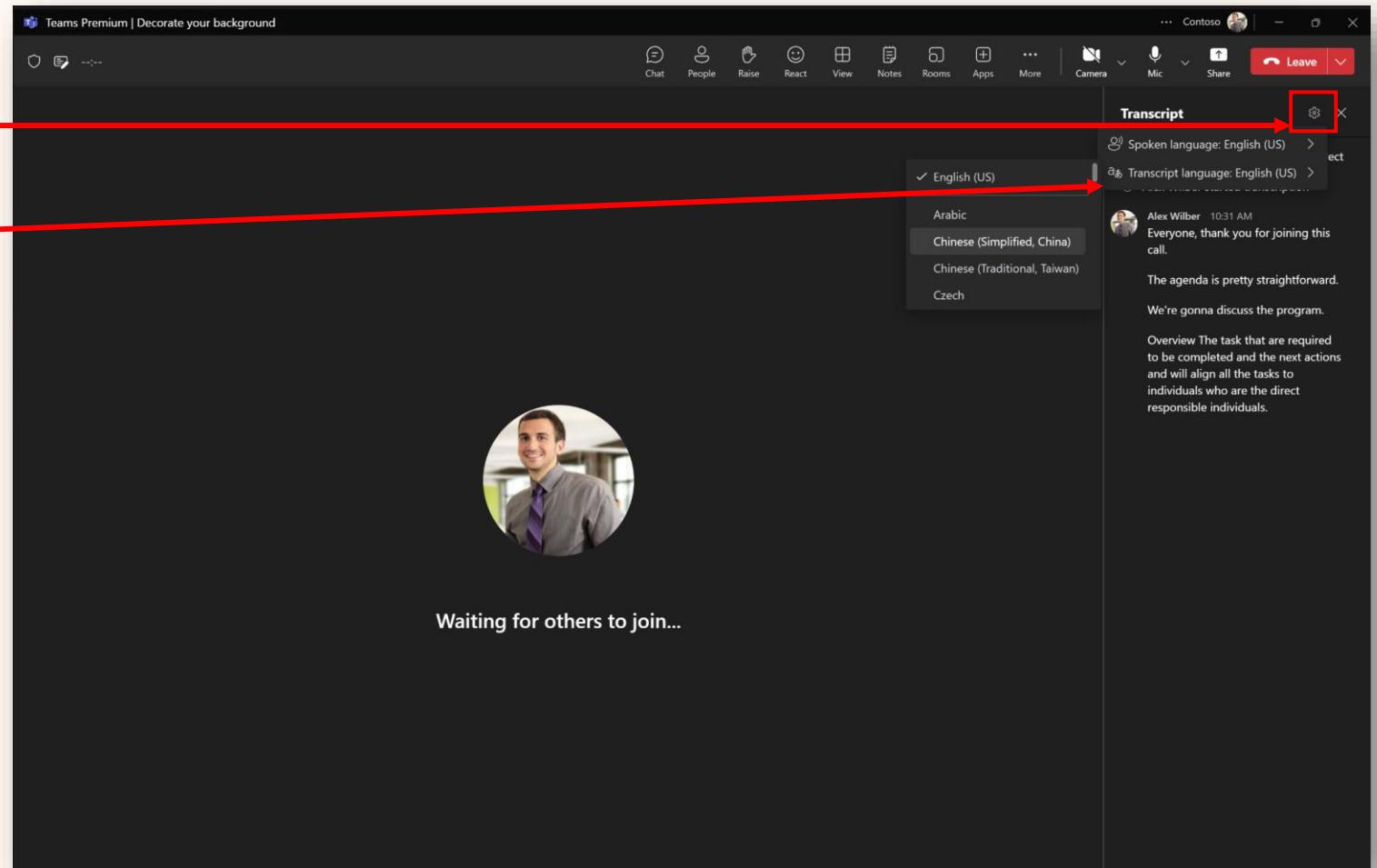
select **Transcript settings**

Step 2: Hover over **Transcript**

language and select the language you want the transcript translated into.

Step 3: Select **Confirm**. The transcript will now display in this language

Note: If participants join a meeting late, they'll only be able to view the translated transcript from the point they joined the meeting.



Live Translated transcripts

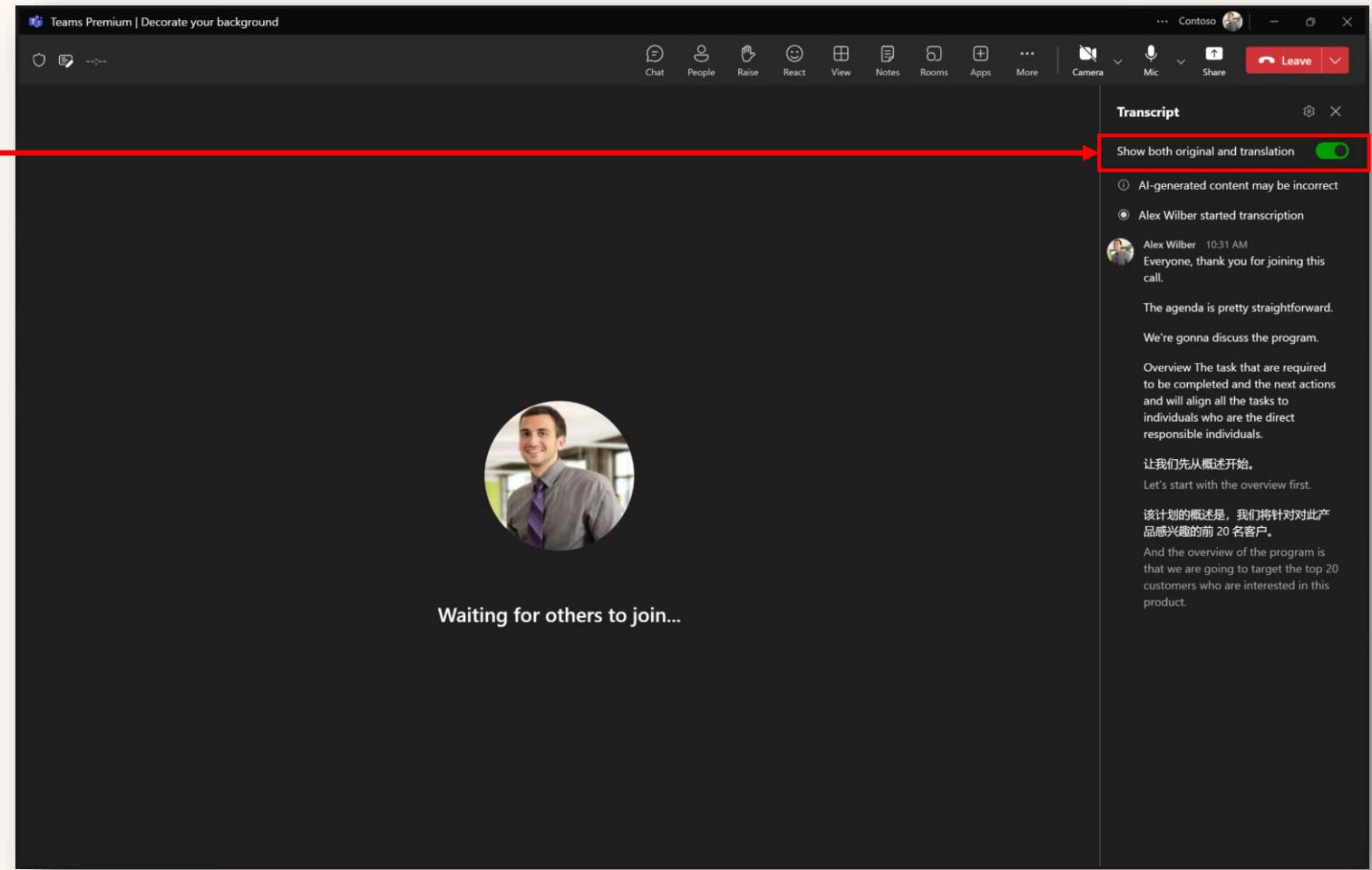
View both original and translation

Teams premium users can translate the meeting transcript into the language that they are most comfortable with.

Users can also turn on the toggle for

"Show both original and translation"

to see transcripts in both the **spoken language** as well as **translated language**.





INTELLIGENT COLLABORATION

Intelligent Recap

Make the meetings and calls you attend (and miss) more productive and impactful with AI

The screenshot shows a Microsoft Teams meeting recap for a "Product roadmap discussion" on Jan 21, 2023, from 10:00 to 11:00. The main view displays a "Product roadmap" timeline from Month 1 to Month 12, divided into phases: Market Research and Customer Feedback, Phase 1 (Development), Phase 2 + Testing, and Launch Preparation. Below the timeline are controls for speakers, topics, and chapters. The right side of the screen shows a sidebar with "Content" (Product Roadmap, Marketing budget, Marketing demo), "Notes" (AI notes, @ Mentions 3, Transcript, Chat), and a detailed list of "Suggested notes" generated by AI. The notes mention Serena looking at the roadmap, Danielle committing to feature enhancements, and Danielle explaining the timeline and capacity management.

Notes & Tasks

Save time capturing takeaways and action items

Timeline markers

Personalized to the recording events most relevant to you

Chapters & Topics

Help you quickly navigate to the information you want to review

Note: AI generated notes and tasks are created for transcribed calls and for meetings that are recorded or transcribed. Other intelligent recap features may require the meeting to be recorded and are not supported for calls.

Teams Premium includes **built-in summaries** with intelligent recap.
M365 Copilot license will also include intelligent recap but expands on it with the ability to **ask any question** about the meeting

The diagram illustrates the comparison between Microsoft Teams Intelligent Recap and M365 Copilot, structured along a timeline from left to right.

Left Column (Teams Intelligent Recap):

- Built-in and automated
- Standardized
- Video, speaker, and chapter markers
- Available after meeting only

Middle Column (Intelligent recap):

- Product roadmap discussion
- Jan 21, 2023 10:00 - 11:00
- Product Roadmap Discussion (Speaker timeline for Mona Kane, Babak Shamma, Daniela Mandera, Amanda Brady, Bruno Zhao)
- Content (Product Roadmap, Marketing budget, Marketing demo)
- Notes, AI notes, @ Mentions (3), Transcript
- Generated by AI. Be sure to check for accuracy.
- Meeting notes (Feature commitment, Beta testing results, Managing capacity)
- Follow-up tasks (Multilingual meetings)

Right Column (M365 Copilot):

- On-demand
- Based on unique prompts
- Conversational interaction, with citations.
- Available real-time (during and after meeting)

M365 Copilot Features:

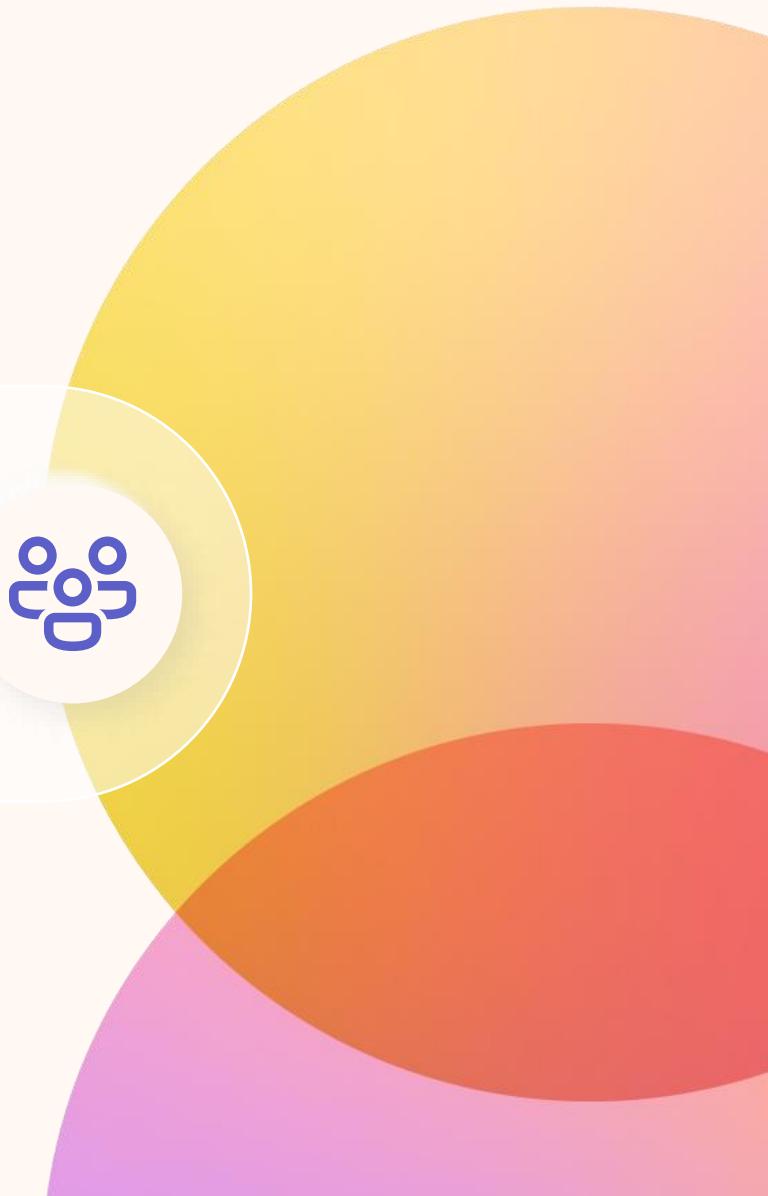
- Copilot improve.
- It's just for you: Only you can see your conversation with Copilot.
- Create a table with production timelines.
- Copilot 10:35 a.m.: Here is a table that lists production timelines:

Vendor Name	Timeline
Acronymn	30 days
Tooling, Inc.	15 days
Bio-Packaging	10 days
- AI-generated content may be incorrect
- View prompts
- Ask me anything about this meeting



Teams Premium

Rich Engagements



Announcing the Public Preview of Microsoft Places, a new member of the Teams Premium family

Teams Premium



The smart place to work



Places



An AI-powered app that
reimagines flexible work

License Requirements

- Qualifying Microsoft 365 subscription for Core features
- Teams Premium license for Enhanced features
- Microsoft 365 Copilot license for AI-driven features

The following subscriptions provide access to core Places features:

- Microsoft 365 Business Basic
- Microsoft 365 Business Standard
- Microsoft 365 Business Premium
- Microsoft 365 or Office 365 (E1, E3, E5)
- Microsoft 365 or Office 365 for Education (A1, A3, A5)
- Microsoft 365 for frontline workers (F1, F3)

Additionally, these subscriptions provide access to core Places features in Teams:

- Microsoft Teams Essentials
- Microsoft Teams Enterprise
- Microsoft Teams EEA

licensing requirements and feature descriptions

[Microsoft Places overview - Microsoft Places | Microsoft Learn](#)

License Requirements

Feature	Description	Where	License
Work plans	Set your work location schedule ahead of time, to let your coworkers know when you're planning to be in the office or remote.	Calendar in New Outlook ¹ ; New calendar in Teams ² ; Microsoft Places app ³	Core
Workplace presence	Update your work location to let your coworkers know you've arrived in the office, and see who else is there that day.	Calendar in New Outlook; New calendar in Teams; Microsoft Places app	Core
In-person events	Request invitees to attend your meeting or event in person, and see each person's attendance mode along with their response in the event tracking pane.	Calendar in New Outlook; New calendar in Teams	Core
Hybrid RSVP	When an event is marked as in-person, participants can share whether they will attend in-person or virtually.	Calendar in New Outlook; New calendar in Teams	Core
Places card	Easily see who's coming into the office and quickly adjust your work plan from your calendar.	Calendar in New Outlook; New calendar in Teams; Microsoft Places app	Core
Places explorer	Get a singular view of the people, spaces, and experiences at each workplace location.	Microsoft Places app	Premium
Places finder	New experience to book rooms and desks, with rich metadata including pictures, floorplans, A/V capabilities, accessibility, and more.	Calendar in New Outlook; New calendar in Teams	Premium
Individual desk booking	Allow users to select and book individual desks for their day in the office.	Calendar in New Outlook; New calendar in Teams	Premium
Room check-in and auto release	Allow users to check in to rooms, and for reserved rooms to be automatically released if unoccupied.	Teams chat, Teams panels, Microsoft Teams Rooms	Premium
Quick book	When you're in the office and haven't booked rooms for your meetings, you can get recommendations and quickly add rooms for some or all of your meetings that day.	Calendar in New Outlook; new calendar in Teams; Microsoft Places app	Premium
Team guidance	Allows leaders and managers to define work patterns, set in-office expectations and adjust the rhythm to meet the needs of their teams.	Microsoft Places app	Premium
Intelligent suggestions	Tailored recommendations to organize your day, such as adding rooms for in-person meetings.	Calendar in New Outlook; new calendar in Teams; Microsoft Places app	Premium
Space analytics	Visualize intended and actual occupancy data for your buildings, rooms and workspaces.	Microsoft Places app	Premium
Managed room booking	Copilot will recommend rooms based on various factors, and will rebook rooms in case of update or conflict.	Calendar in New Outlook; new calendar in Teams	Copilot
COMING SOON: Recommended in-office days	Copilot will recommend the best days to come into the Office, based on your scheduled meetings and your coworkers' work plans.	Calendar in New Outlook; new calendar in Teams; Microsoft Places app	Copilot
COMING SOON: Space analytics with Copilot	Copilot will help analyze and explain key data points and trends in your space utilization graphs. It will compare current utilization metrics (such as occupancy, desk usage, and room bookings) against previous time periods, highlighting important changes and trends.	Microsoft Places app	Premium+Copilot



RICH ENGAGEMENTS

Places

Location Plans

Plan your week ahead
and share where you'll
be working with your
selected collaborators

The screenshot shows the Microsoft Teams Places interface. At the top, there are tabs for Places (highlighted), Explore, People (selected), Groups, and More. A search bar says "Search for buildings, people and events". Below it, a button "+ Book" and a user profile icon are visible.

The main area is titled "People you work with" with an "Edit" button. It shows a weekly calendar from September 6 to 10, 2024. The days are labeled Mon, Tue, Wed, Thu, Fri. Each day has a grid of locations and names:

- Tue, Sep 7:**
 - Building 2A:** Sarah Perez, Serena Davis, Wanda Howard, Ashley McCarthey, Reta Taylor
 - Building G:** Cameron Evans, Maja Majewska
 - Building 2A:** Aadi Kapoor, Lydia Bauer
 - Building G:** Wanda Howard, Cameron Evans
 - In the office:** Aadi Kapoor, Cassandra Dunn, Erik Nason, Mona Kane
- Wed, Sep 8:**
 - Building 2A:** Aadi Kapoor, Mona Kane
 - Building G:** Wanda Howard, Cameron Evans
 - Building F:** Wanda Howard, Bryan Wright, Aadi Kapoor, Aaron Buxton, Cameron Evans, Erik Nason, Maja Majewska, Mona Kane, Ruth Bengtsson, Will Little
- Thu, Sep 9:**
 - Building 2A:** Aadi Kapoor, Cassandra Dunn, Erik Nason, Mona Kane
 - Building G:** Wanda Howard, Cameron Evans
 - In the office:** Aaron Buxton, Cameron Evans
- Fri, Sep 10:**
 - Building 2A:** Aadi Kapoor
 - In the office:** Aaron Buxton, Cameron Evans

To the right, a detailed timeline for Tuesday, September 7, shows various events and their participants:

- 9:00 AM: Morning PM / Design Sync (Conf Rm 4/J) - Participants: MK, MV, OK, +3
- 10:00 AM: Contoso plan review FY23 (30 min) - Participants: Room in Studio J, MK, MV, OK, +3
- 11:00 AM: Team Sync (30 min) - Participants: Conf Rm 4/J, MK, MV, OK, +3
- 1:00 PM: Working Session with a very... (1 hr) - Participants: Room in Studio J, MK, MV, OK, +3
- 1:00 PM: Working Session with a very... (1 hr) - Participants: Room in Studio J, MK, MV, OK, +3
- 1:00 PM: Working Session (1 hr) - Participants: Microsoft Teams Meeting, MK, MV, OK, +3
- 11:00 AM: Team Sync (30 min) - Participants: Conf Rm 4/J, MK, MV, OK, +3

Confirm
Confirm your plan
for the day.

Who's here
See where your
collaborators are
planning to work.

Intelligent Booking
Book a room that is
convenient for you
and your colleagues.



RICH ENGAGEMENTS

Foster in-office connections

Discover who is working nearby and turn chats into face-to-face meetings

The screenshot shows the Microsoft Teams Chat interface. A context menu is open over a message from Babak Shammam. The menu includes options like 'Add someone to the chat' and 'Share someone's contact info'. A callout bubble points to the '@nearby' option, which is described as 'Quickly identify who is near you in the office'. Another callout bubble points to the 'Presence' section, which shows a list of participants with their location status (e.g., In South Building, Darren Mouton). A blue line connects the 'Nearby' feature in the menu to the 'Presence' section.

@nearby
Quickly identify who is near you in the office

Presence
See where people are located in Teams



RICH ENGAGEMENTS

Intelligent Booking

Get recommendations on the right rooms, desk pools or work areas for your meeting or day – and easily book them with one click.

The screenshot shows the Microsoft Teams Places app interface. On the left, a modal window titled 'Find a desk' displays five search results for neighborhoods in Building 5, Floor 1, Redmond. Each result includes a thumbnail image of the workspace, the neighborhood name, the building and floor information, and the current availability (e.g., 8/7/18, 8/4/20, 8/8/15, 8/12/40, 8/11/24). On the right, a map of the office campus shows various buildings and neighborhoods (F, H, J, Q, T) color-coded by availability. A toggle switch labeled 'Map on' is turned on. At the bottom, there are icons for 'Building 5' and 'Building 6'.

The screenshot shows a mobile phone displaying the 'Room details' screen for 'Conf room 12'. The screen includes a thumbnail image of the room, a status message 'Previously booked', the room name 'Conf room 12', the location 'Building 32 - Floor 1', and the availability 'Available until 1:30 PM'. Below this, a section for 'Available times' lists '30 min' (12:30 PM to 1:00 PM) and '1 hour' (1:00 PM to 1:30 PM). Under 'Amenities', it lists 'Audio' and 'Display'. At the bottom is a large blue 'Book a room' button.



RICH ENGAGEMENTS

Places

Space Insights

Evaluate occupancy trends with intent versus actual reporting

Building utilization
From Aug 1, 2024 to Sept 1, 2024

Actual attendance	From work plan
25%	55%

Room utilization
From Aug 1, 2024 to Sept 1, 2024

Utilization rate	Reservation rate
45%	52%

Desk pool utilization
From Aug 1, 2024 to Sept 1, 2024

Utilization rate	Reservation rate
55%	65%

Occupancy insights
Get suggestions about how to adjust your space based on occupancy reporting

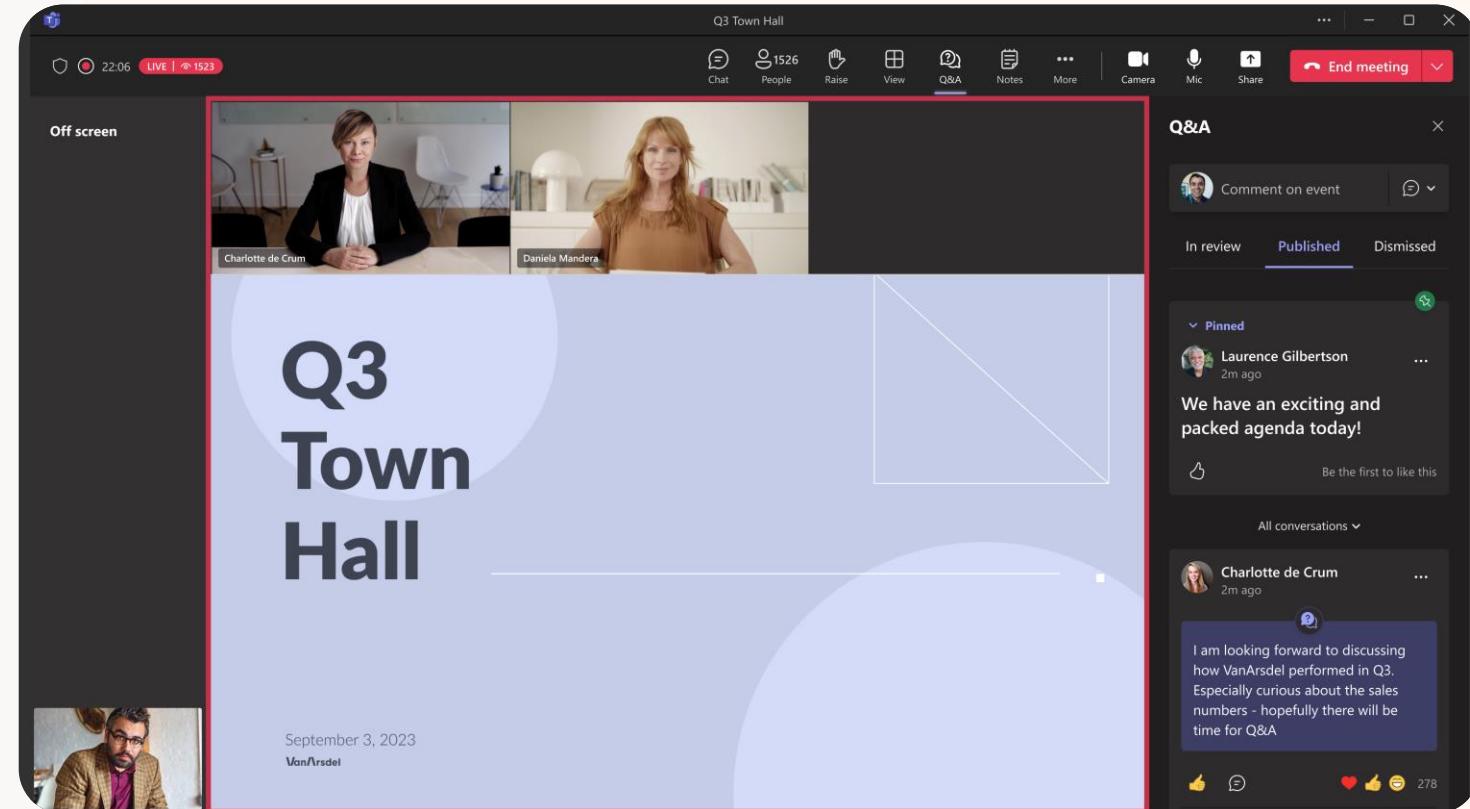
Note: Specific details about which Places features will require a Teams Premium license will be shared ahead of General Availability (GA)



RICH ENGAGEMENTS

Advanced Town Halls

Host and deliver large-scale, professionally produced employee events to drive meaningful connections across your organization



High capacity
Invite and host up to 20K 100K attendees

Custom emails
Entice your audience to attend and personalize the post-event recording email

Real-time insights
Monitor the performance to ensure a seamless experience

Microsoft eCDN
Ensure high-quality video connectivity



RICH ENGAGEMENTS

Advanced Webinars

Host high-quality webinars using advanced functionality to drive deeper engagement and generate new leads

The screenshot shows a Microsoft Teams meeting titled "VanArsdel Product launch". Two presenters are visible in the top video grid: Serena Davis and Daniela Mandera. The main content area displays a slide with the title "About us." and a sub-section "01 Chapter". Below the slide, there is a paragraph of text about the company's mission and a large blue arrow pointing right. On the right side of the screen, the "Participants" pane lists "In the meeting (70)" attendees, including Daniela Mandera (Organizer), Serena Davis (Presenter), and the Attendee (You). There are also 67 other attendees listed.

Registration

Manage demand with waitlist and manual approvals

Hide attendees

Enhance privacy by hiding attendee names

RTMP-in

Delivery dynamic content by streaming different media types

Measure engagement

Assess how content performed with engagement analytics reports

Advanced Webinars: Registration and reminders

Organizer Guidance: New event registration configuration

Adding legal terms and conditions to your registration requirements:

Step 1: Click on the **+ add field** button.

Step 2: Select **Legal Terms** and type URL for your Terms and Conditions (must be https).

Step 3: Click **Save**.

Integrated Circuits Published

Integrated Circuits Draft

Setup Details Presenter bios Theming Registration Configuration Attendee status Reports

Address City State Zip/Post code Country/Region Industry Job title Organization Legal Terms Custom question >

Save

Changes will be reflected on your site after you save.

Registration requirements

Capacity 1000

Require manual approval of all event registrations (1)

Enable waitlist for this event (1)

Limit registration date (1)

2/14/2023 8:00 AM → 2/17/2023 9:00 AM

Form

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

+ Add field

Premium Features

Integrated Circuits Draft

Save

Registration requirements

Capacity 1000

Require manual approval of all event registrations (1)

Enable waitlist for this event (1)

Limit registration date

Form

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

I have read and agree to Contoso's Terms and Conditions* Required

<https://www.contoso.com/EventTermsConditions>

+ Add field

When an attendee goes through registration, an additional checkbox will appear, requiring acceptance of the linked Event Terms and Conditions.

Integrated Circuits Fri, Feb 17, 9:30 AM - 10:30 AM PST

Registration Information

First name * Last name *

Email *

I have read and agree to the Microsoft Event Terms and Conditions*

I have read and agree to the Event Terms and Conditions*

Register Cancel

Comparison Meeting Types

Feature	Meetings	Webinars	Town halls
Lobby			
Attendee mic and camera			
End-to-end encryption	Premium		
Watermarks	Premium	Premium	
Theme	Premium		
Registration			
Breakout rooms		¹	
Content sharing and interaction			Screen Sharing, Q&A, chat, and reactions only
Interactive participants	1,000 (Enterprise plans) 300 (Business plans) 900 (View-only mode)	1,000	Town halls: 10,000 Premium town halls: 20,000 – 100,000
View-only participants	10,000 ² (Enterprise plans only)		
Maximum total participants	10,000 ² (Enterprise plans only)	1,000	Town halls: 10,000 Premium town halls: 20,000 – 100,000

¹ Breakout rooms can be used if a webinar has fewer than 300 participants. However, if the number of participants increases to above 300, breakout rooms aren't supported.

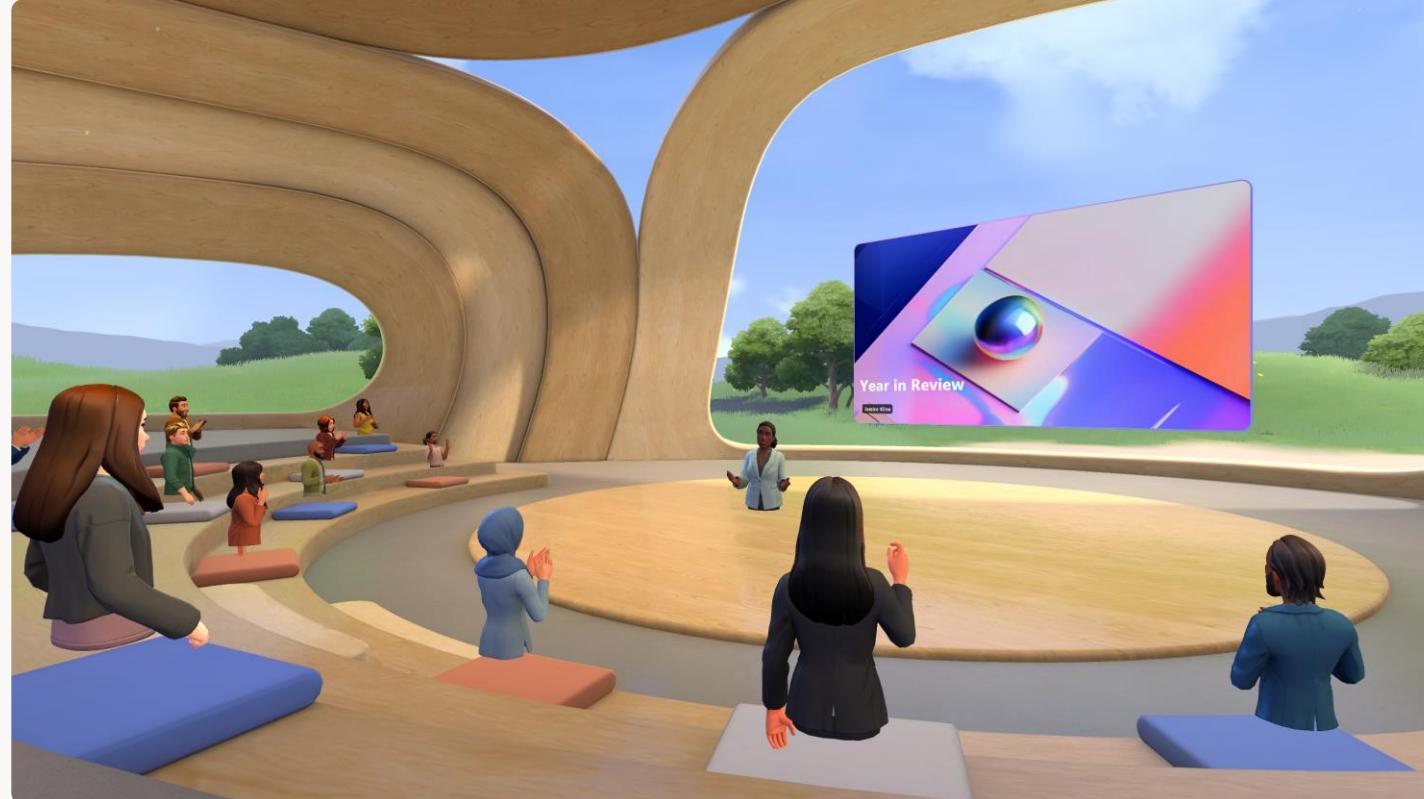
²The usual maximum is increased to 20,000 until further notice. The maximum total participants for meetings is the sum of the interactive participants plus view-only participants.



RICH ENGAGEMENTS

Microsoft Mesh

Create your own custom immersive experiences and solutions.



Higher capacity
Invite and host up to 200 attendees

Customization
Tailor a preset environment or build a new experience

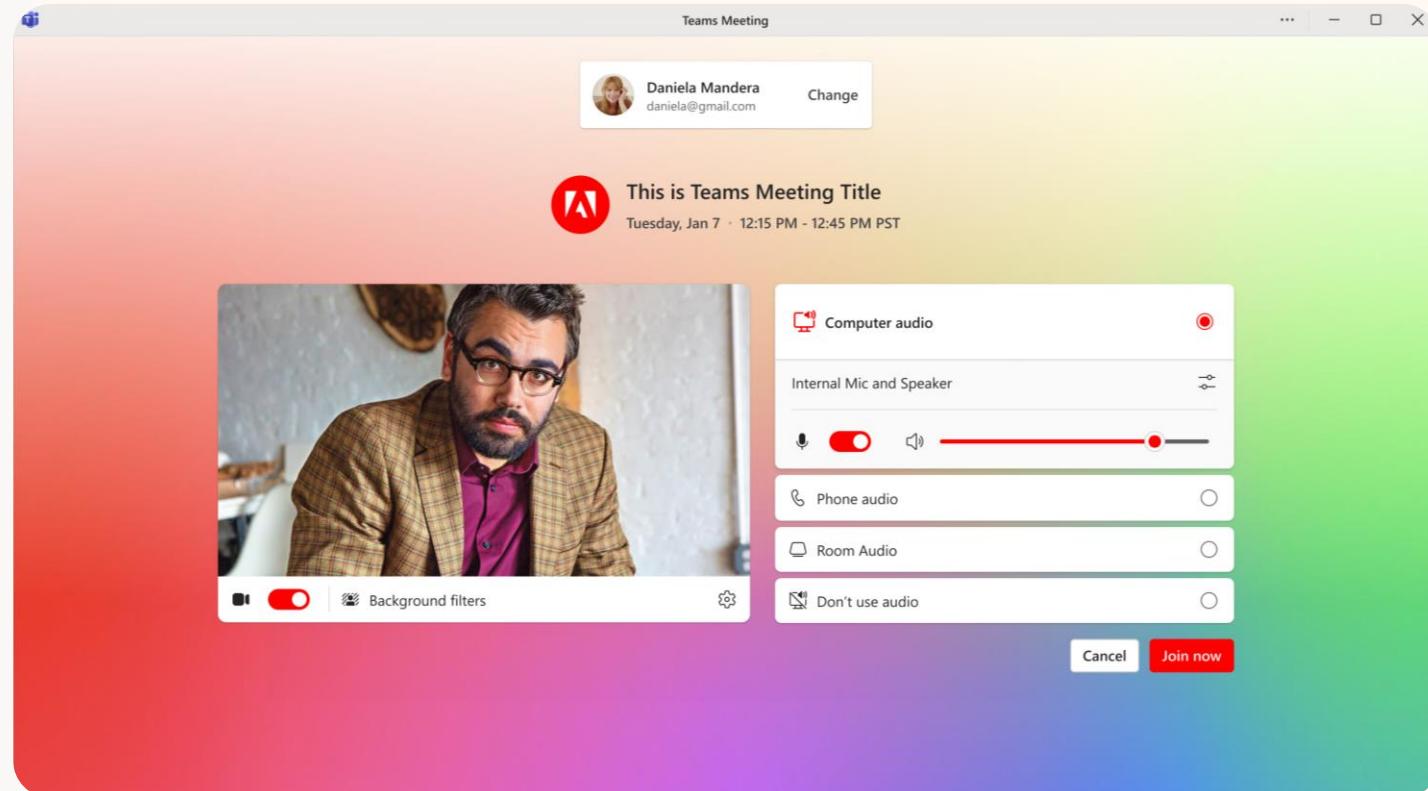
Event host tools
Orchestrate unique, dynamic experiences with event production capabilities.



RICH ENGAGEMENTS

Custom Branding

Build your brand into every interaction



Branded join lobby

See the logo and colors of your company when attendees join.

Org backgrounds

Ensure a professional look-and-feel through brand-approved backgrounds

Custom together modes

Incorporate your brand into more fun and personalized ways to meet



RICH ENGAGEMENTS

Advanced Virtual Appointments

Facilitate personalized business-to-customer interactions across the full appointment experience

The screenshot shows the Microsoft Teams Virtual Appointments interface. On the left, a sidebar includes Activity, Chat, Teams, Calendar, Calls, Virtual App..., ..., Apps, and Help. The main area displays two sections: "Walk-in" and "Scheduled". Under "Walk-in", there is one entry for Kendall Collins at 7:53 AM for a "Bathroom consult". Under "Scheduled", there are ten entries for various customers from 8:15 AM to 09:00 AM, each with details like duration (15m), reason (e.g., "Bathroom consult", "Kitchen planning consulta...", "Materials overview"), customer name, customer status (e.g., "Waiting 4m", "Not started"), and sales associate (e.g., Omer Dogan). A mobile phone icon on the right shows a reminder message: "Your appointment on February 07, 2023 11:00 AM Pacific Standard Time has been confirmed. Use this link to join https://visit.teams.microsoft.com". Below it is another message: "This is a reminder for your appointment on March 21, 2023 10:30 AM Pacific Standard Time has been confirmed. Use this link to join https://visit.teams.microsoft.com".

Appointment management

Enable one queue view of scheduled and on-demand appointments

SMS reminders

Reduce no-shows with option to send out mobile reminders*

Branded lobby

Promote your brand with a customized waiting experience

Analytics

Advanced reporting improves wait-times

*SMS notifications are supported in select geographies

End-to-end Virtual Appointments experience

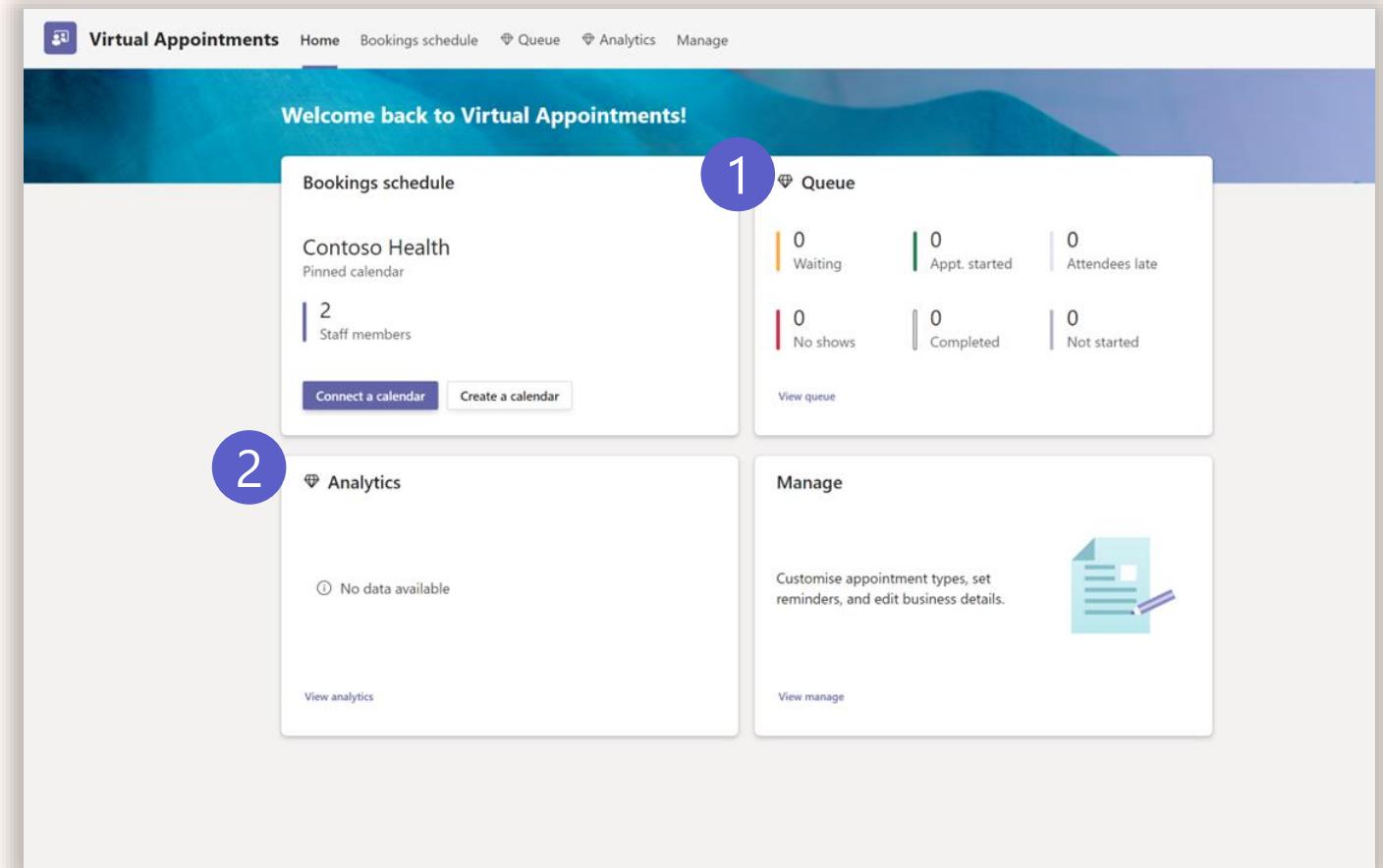
Value pillar	Capability or feature	Premium features	Features available in all paid Microsoft 365 licenses
Delight customers	Mobile browser join	✓	✓
	Lobby Waiting Room	✓	✓
	Forms integration	✓	✓
	SMS notifications	✓	
	Custom waiting room, branding	✓	
	2-way lobby chat	✓	
	Post appointment follow-up	✓	
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	✓	

Advanced Meetings: Virtual Appointments

Home Page: Premium Features

Home Page has two new Premium tiles.

- 1 **Queue**: simplified queue view so meeting organizers can streamline appointment management to schedule, manage, and track insights for appointments.
- 2 **Analytics**: providing a snapshot of appointment analytics.

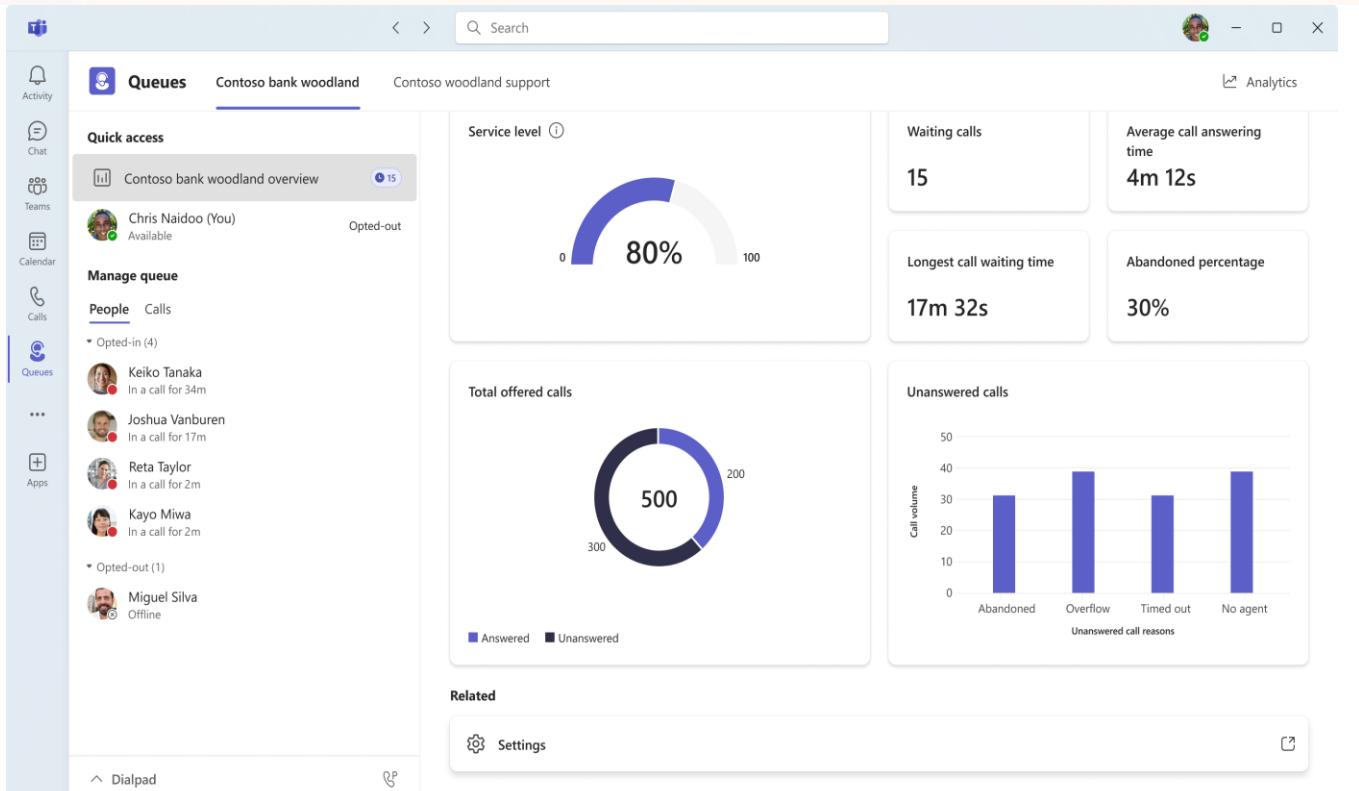




RICH ENGAGEMENTS

Queues App

Enhanced customer communications with advanced call queue handling



Collaborative routing

Reduce wait times with efficient call handling

No app switching

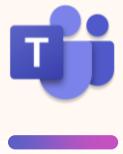
Employees make and receive customer calls in the flow of work

Manager tools

Improve team and queue performance with delegated administration

Analytics

Identify service improvement opportunities



Teams Premium

Advanced Protection & Management





PROTECTION & MANAGEMENT

Sensitive Meeting Protections

Safeguard confidential information exchanged in meetings

The screenshot shows the 'New meeting' dialog box in Microsoft Teams. On the left, there are fields for 'Add title', 'Add required attendees' (with an optional button), date and time (5/19/2023, 10:00 AM to 10:30 AM, 30m duration, All day), 'Does not repeat', 'Add channel', 'Add location' (set to 'Online meeting'), and a rich text editor with a placeholder 'Type details for this new meeting'. On the right, under 'Sensitivity: None', there is a large callout box with several options:

- Some options may be locked.** [Learn more](#)
- Who can bypass the lobby?** Set to 'Only me and co-organizers' (button is blue).
- Always let callers bypass the lobby** (switch is off).
- Record automatically** (switch is off).
- Allow reactions** (switch is on).
- Enable Q&A** (switch is on).
- Who can record** (dropdown menu set to 'Organizer and co-organizers').
- Apply a watermark to shared content** (switch is on). A note says: 'Watermark is not available for all scenarios, including recording, PowerPoint Live, and Whiteboard. Users joining from unsupported platforms can't see video or shared content. Learn more'
- Apply a watermark to everyone's video feed** (switch is on). A note says: 'Watermark is not available for all scenarios, including recording. Users joining from unsupported platforms can't see video or shared content. Learn more'
- More options**

Sensitivity labels

Automate setup of meeting protection options**

Limit who can record

Prevent unauthorized meeting recordings

Watermarking

Deter leaks of shared content

End-to-end encryption

Enable additional privacy protections*

*Teams protects your data with encryption in transit and at rest for all meetings

**Customers with an E5 license or E5 compliance

Sensitivity labels

Admin Guidance: Enable through Information Protection

Configure through the new Purview Portal (<https://purview.microsoft.com>)

The screenshot illustrates the process of enabling Sensitivity labels through the Microsoft Purview Portal. It is divided into three main sections:

- Left Panel (Solutions):** Shows various Purview solutions. The "Information Protection" icon is highlighted with a red box and a blue circle containing the number 1.
- Middle Panel (Information Protection):** Shows sub-options under "Information Protection". The "Sensitivity labels" option is highlighted with a red box and a blue circle containing the number 2.
- Right Panel (Sensitivity labels):** Displays the "Sensitivity labels" configuration page. A purple circle containing the number 3 points to the "+ Create a label" button, which is highlighted with a red box. The page lists existing sensitivity labels with columns for Name, Priority, and Scope.

Name	Priority	Scope
Personal	0 - lowest	File, Email
Public	1	File, Email
General	2	File, Email
Confidential	5	File, Email
Highly Confidential	9	File, Email
Confidential - Finance	13 - highest	File, Email, Meetings

Sensitivity labels

Admin Guidance: How to create a new sensitivity label (1 of 4)

Step 1: Name and create a tooltip for your label.

Enter Name, Display Name, Description for users and for admins.

New sensitivity label

Provide basic details for this label

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

Name *

Display name *

Label priority By default, this label will be assigned the highest priority, but you can change this after it's created.

Description for users * Use this label for highly sensitive meetings, when confidential need-to-know information is presented.

Description for admins This label will enforce the required security controls for a highly sensitive meeting.

Label color

Next 

Step 2: Define scope.

- Check Meetings (Files and Emails must also be checked)
- If you plan to assign the label to channel meetings, ensure that 'Groups & sites' is checked.

New sensitivity label

Define the scope for this label

Labels can be applied directly to items (such as files, emails, meetings), containers like SharePoint sites and Teams, Fabric and Power BI items, schematized data assets, and more. Let us know where you want this label to be used so you can configure the applicable protection settings. [Learn more about label scopes](#)

Items Be aware that restricting the scope to only files or emails might impact access control settings and where the label can be applied. [Learn more](#)

Files Protect files created in Word, Excel, PowerPoint, and more.

Emails Protect messages sent from all versions of Outlook.

Meetings Protect calendar events and meetings scheduled in Outlook and Teams.
(Parent label will automatically inherit meeting scope from sub labels)

Groups & sites Configure privacy, access control, and other settings to protect labeled Teams, Microsoft 365 Groups, and SharePoint sites.

Schematized data assets (preview) Apply labels to files and schematized data assets in Microsoft Purview Data Map. Schematized data assets include SQL, Azure SQL, Azure Synapse, Azure Cosmos, AWS RDS, and more.
(When scoped to schematized data assets, we recommend also scoping to Files so this label can be used in protection policies to control access to items in non-Microsoft 365 data sources. [Learn about protection policies](#))

Back **Next** **Cancel**

Sensitivity labels

Admin Guidance: How to create a new sensitivity label (2 of 4)

Step 3: Choose protection settings.

Ensure that "Protect Teams meetings and chats" is checked.

The screenshot shows the 'New sensitivity label' wizard at step 3. On the left, a sidebar lists options: Label details (checked), Scope (checked), Items (checked), Groups & sites (unchecked), Schematized data assets (preview) (unchecked), and Finish (unchecked). The main area is titled 'Choose protection settings for the types of items you selected'. It states: 'The protection settings you configure will be enforced when the label is applied to items in Microsoft 365.' Below this are three checkboxes: 'Control access' (unchecked), 'Apply content marking' (unchecked), and 'Protect Teams meetings and chats' (checked). At the bottom are Back, Next, and Cancel buttons.

Step 4: Configure the settings.

These setting will apply to Teams meetings and chats.

The screenshot shows the 'New sensitivity label' wizard at step 4. The sidebar on the left shows 'Label details' (checked), 'Scope' (checked), 'Items' (checked), 'Teams meetings & chats' (checked), 'Auto-labeling for files and emails' (unchecked), 'Groups & sites' (unchecked), 'Schematized data assets (preview)' (unchecked), and 'Finish' (unchecked). The main area is titled 'Settings for Teams meetings and chats'. It states: 'These settings apply to all Teams meetings that have this label applied.' Below this is a detailed list of settings:

- If you select a setting below, the options you configure will be enforced when the label is applied to a meeting. Users won't be able to change the setting in Teams. If you don't select a setting, users will be able to select it themselves when creating a Teams meeting.
- Control who can bypass the lobby
 - Only organizers and co-organizers
 - People dialing in can bypass the lobby
- Control who can present
 - Only organizers and co-organizers
- Control who can record and transcribe
 - If selected, you won't be able to record meetings automatically, apply end-to-end encryption, or apply watermarks.
- Control whether meetings are recorded automatically
 - If selected, you won't be able to control who can record and transcribe, apply end-to-end encryption, or apply watermarks.
- Control end-to-end encryption for meeting video and audio
 - If selected, you won't be able to record meetings automatically or control who can record and transcribe.
 - Apply end-to-end-encryption
- Control watermarks
 - If selected, you won't be able to control who can record and transcribe or record meetings automatically.
 - Apply watermark to shared content
 - Apply watermark to everyone's video feed
- Control meeting chat
 - Prevent copying chat content to clipboard
 - Some meeting participants will be blocked from copying messages from the meeting chat. Also, additional steps are needed to prevent copying chat content from meetings created in Teams channels. [Learn more](#)

Note: Check "Control access" to configure encryption/Do Not Forward

Sensitivity labels

Admin Guidance: How to create a new sensitivity label (3 of 4)

Steps 5-7: No changes are required to Auto-Labeling for files. To define protection settings for groups and sites and enable Auto-Labeling for schematized data assets (preview) screens, [simply click Next on each screen](#). **Note:** Auto-labeling for schematized data assets might not appear if this preview feature was not configured in the tenant.

The image displays three sequential screenshots of the Microsoft Purview 'New sensitivity label' wizard, illustrating the process of creating a new sensitivity label across four steps. The screenshots are arranged horizontally, with the first two being larger and the third being slightly smaller.

- Step 5: Auto-labeling for files and emails**
This step shows the 'Items' configuration section. It includes a description of how users can automatically apply labels to Office files and compose messages based on specific conditions. A toggle switch at the bottom indicates that auto-labeling is enabled for files and emails.
- Step 6: Define protection settings for groups and sites**
This step shows the 'Groups & sites' configuration section. It includes a description of how settings apply to teams, groups, and sites. It lists three optional protection settings:
 - Privacy and external user access:** Controls the level of access for internal and external users.
 - External sharing and Conditional Access:** Configures Conditional Access settings to protect labeled files.
 - Private teams discoverability and shared channel settings:** Decides whether private teams will be discoverable in searches and controls the type of channels.
- Step 7: Auto-labeling for schematized data assets (preview)**
This step shows the 'Schematized data assets (preview)' configuration section. It includes a description of how labels are automatically applied to sensitive data in various data sources like SQL, Azure SQL, Azure Synapse, Azure Cosmos, AWS RDS, and more. A toggle switch at the bottom indicates that auto-labeling is enabled for schematized data assets.

Each screenshot features a navigation bar at the top with icons for search, refresh, and help, along with the Microsoft Purview logo. At the bottom of each screenshot are 'Back' and 'Next' buttons, with the 'Next' button being highlighted in blue to indicate the progression through the steps.

Sensitivity labels

Admin Guidance: How to create a new sensitivity label (4 of 4)

Step 8: Choose protection settings.

Review the settings for accuracy and click **Create label** to finish.

New sensitivity label

Name
Highly Sensitive
[Edit](#)

Display name
Highly Sensitive
[Edit](#)

Description for users
Use this label for highly sensitive meetings, when confidential need-to-know information is presented.
[Edit](#)

Description
This label will enforce the required security controls for a highly sensitive meeting.
[Edit](#)

Scope
File, Email, Meetings, Schematized data assets
[Edit](#)

Access control
None
[Edit](#)

Content marking
None
[Edit](#)

Auto-labeling for files and emails
None
[Edit](#)

Meetings settings
Control whether people with the meeting invite can bypass the lobby
Bypass lobby: Only organizers and co-organizers
Meetings recording and screen share: Only organizers and co-organizers
Allow video watermark for: Apply watermark to shared content. Apply watermark to everyone's video feed
Apply end-to-end encryption
Prevent copying to clipboard
[Edit](#)

Auto-labeling for schematized data assets (preview)
None
[Edit](#)

[Back](#) [Create label](#) [Cancel](#)

Step 9: Publish label.

- If you want meeting organizers to be able to manually apply the label, it needs to be published.
- You can publish to all or select users in the organization.

Your sensitivity label was created

Creating the label is just the first step in labeling and protecting content. To make this label available to users in your org, you can auto-apply it to specific content and publish it to users' apps.

Next steps

Publish label to users' apps
Create a publishing policy to show the label in Office apps, SharePoint, Teams, and Microsoft 365 Groups so users can apply it to content themselves. [Learn more about publishing labels](#)

Don't create a policy yet
You can publish or auto-apply this label later.

Recommended resources based on your settings

[Review prerequisites](#) to get the most out of your access control settings
[Review prerequisites](#) for applying sensitivity labels to Fabric and Power BI content.
[Review a Microsoft Purview Data Map tutorial](#) on how to start scanning assets and automatically apply this label

[Done](#)

Meeting Templates

Add new template (security)

Step 1: Define the template name and description. In this example, we will create a Highly Sensitive Meeting template.

Step 2: In the Security section -> Apply sensitivity label option, select Highly Sensitive from the dropdown.
(Note: This example builds on the previous section for Sensitivity Labels; refer to that for creation instructions).

Feature	Setting	Location	Enforced
Allow camera for attendees	On	Template	No
Allow mic for attendees	On	Template	No
Apply a watermark to everyone's video feed	On	Label	Yes
Apply a watermark to shared content	On	Label	Yes
End-to-end encryption	On	Label	Yes
Manage what attendees see	On	Template	Yes
Meeting chat	Only in meeting	Template	Yes
People dialing in can bypass the lobby	Off	Label	Yes
Prevent copying chat content to clipboard	On	Label	Yes
Record automatically	(Disabled due to watermarking and encryption)	N/A	N/A
Who can bypass the lobby	Only organizers and co-organizers	Label	Yes
Who can present	Only organizers and co-organizers	Label	Yes
Who can record	(Disabled due to watermarking and encryption)	N/A	N/A

Highly Sensitive Protection

Highly Sensitive Meeting

Defines the settings for protection of highly sensitive meetings.

Security

Hide Show Lock Unlock

Option	Default value	Visibility	Lock status
Apply sensitivity label	Highly Sensitive	Visible	Unlocked
Lobby	Only meeting organizers and co-organizers	Visible	Locked
Who can bypass the lobby?	Off	Visible	Locked
People calling in by phone can bypass the lobby	On	Visible	Locked
Enable meeting end-to-end encryption	On	Visible	Locked
Enable watermark for screenshare	On	Visible	Locked
Enable watermark for video	On	Visible	Locked

Scroll down to see more settings.

When a sensitivity label is chosen, any settings that are enforced by the label will automatically be set and locked in the template.

Sensitivity labels

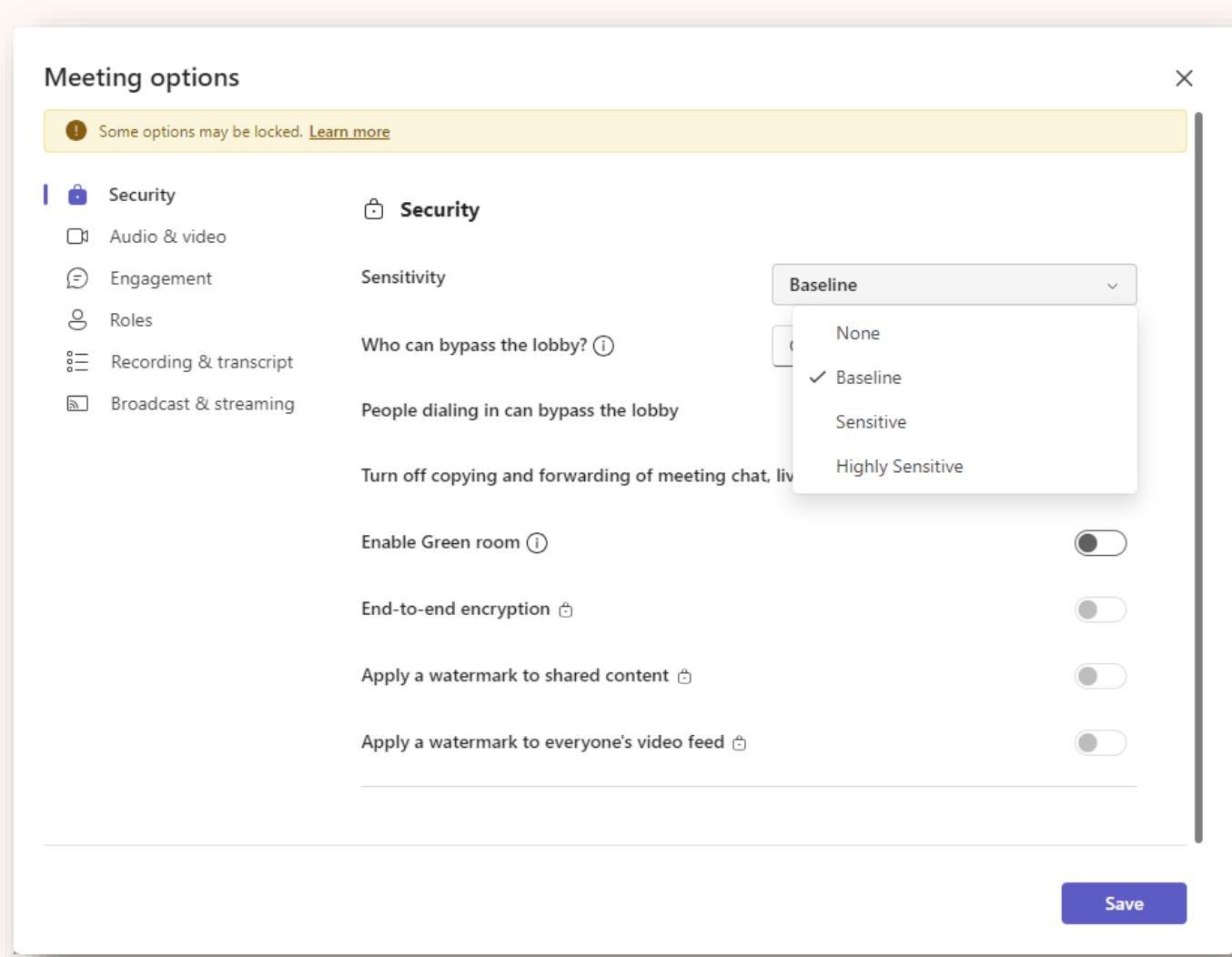
Organizer Guidance

Once published by the IT Admin, the meeting organizer can choose the desired sensitivity label

Sensitivity labels can also be applied automatically:

- As a default (configured in the published sensitivity label)
- As part of a template

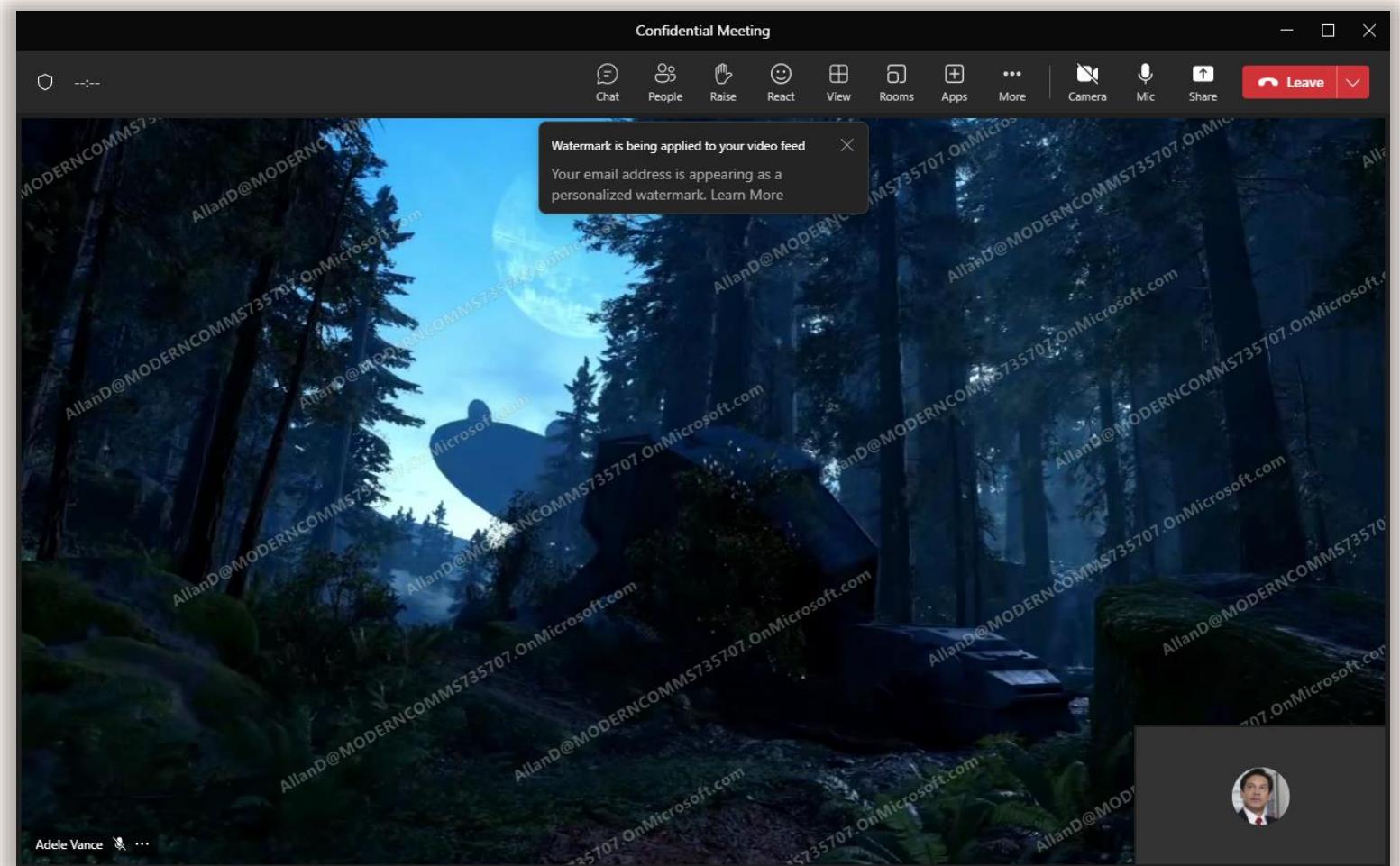
When there are overlapping settings between a template and sensitivity label, the sensitivity label configuration will override it.



Watermark

Attendee View: Watermark on video feed

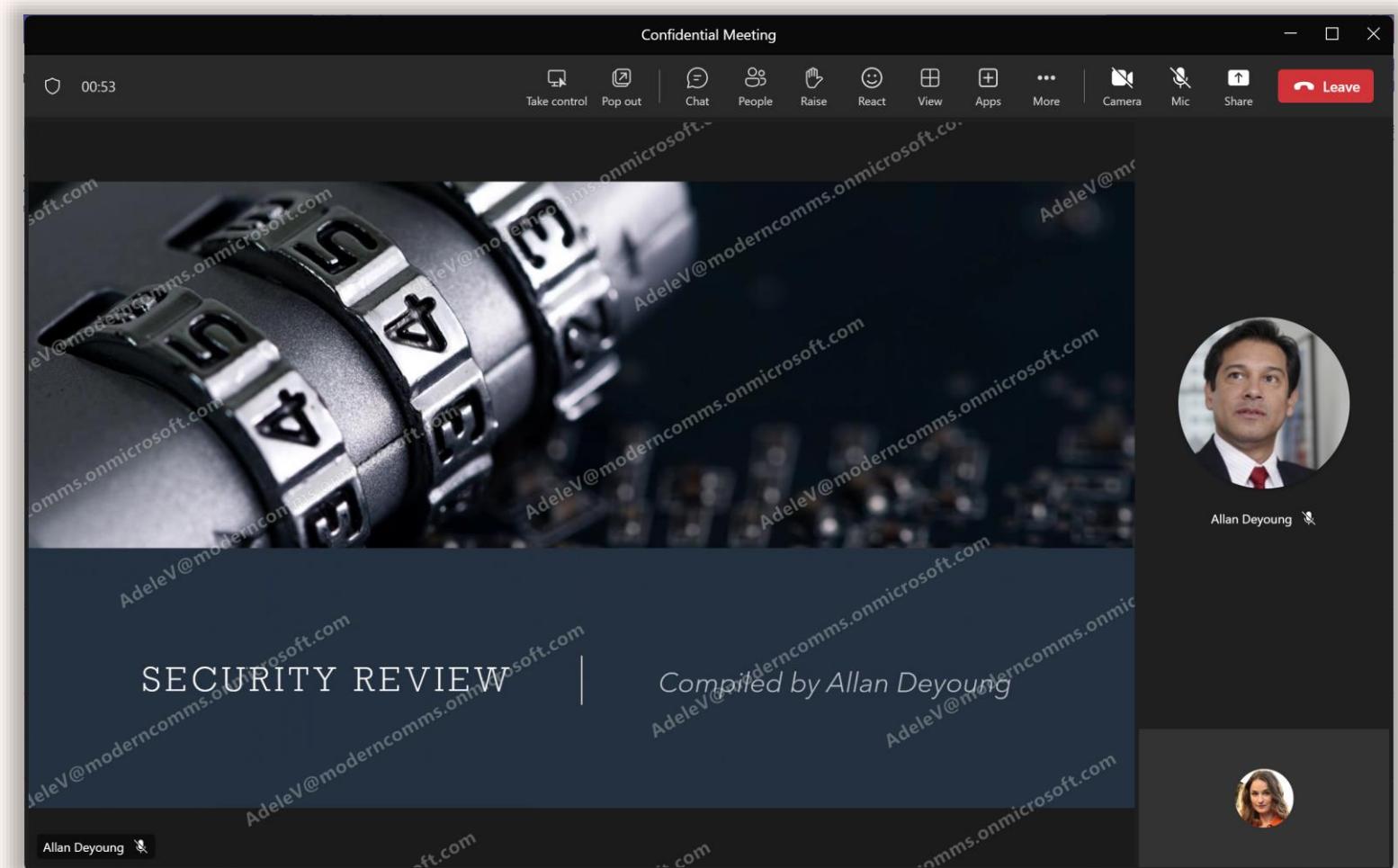
When watermark is applied to everyone's video feed (*set to yes in Meeting Options*), all incoming video feeds will have the viewer's email address as the personalized watermark.



Watermark

Attendee View: Watermark on shared content

When watermark is applied to shared content (set to yes in *Meeting Options*), all incoming shared content feeds will have the viewer's email address as the personalized watermark





PROTECTION & MANAGEMENT

Advanced Collaboration Tools

Empower administrators with refined control and in-depth insights

The screenshot shows the Microsoft Teams admin center dashboard under the 'Collaboration activity' tab. On the left is a navigation sidebar with links like Dashboard, Teams, Users, Teams devices, Teams apps, Meetings, Messaging, Voice, Locations, Enhanced encryption, Policy packages, Planning, Analytics & reports, and Notifications & alerts. The main area displays several cards: 'Archive inactive teams' (with a link to 'Review team activity'), 'Teams with the most external user and guest activity' (7 days, 30 days, 60 days), 'Users with the most external user and guest collaboration' (7 days, 30 days), 'Inactive external domains' (30 days, 60 days, showing 2 total domains, 0 active, 2 inactive), 'Inactive teams' (30 days, 60 days, showing 100 inactive teams over time), 'Teams by user type' (7 days, 30 days, 60 days, showing 0 total teams), 'Guests with the most external user and guest collaboration' (7 days, 30 days), 'Manage inactive sites' (with a link to 'Create an inactive sites policy'), and 'Channels by user type' (7 days, 30 days, 60 days).

Pinpoint inactivity

Reduce sprawl and mitigate risks of information leakage

Collaboration analytics

Drill into detailed views and track trends over time



PROTECTION & MANAGEMENT

Real-time meeting quality telemetry

Ensure quality experiences with real-time meeting performance insights and advanced reporting

The screenshot shows the Microsoft Teams admin center interface. On the left, there's a navigation sidebar with options like Dashboard, Teams, Users, Teams devices, Teams apps, Voice, Analytics & reports, Notifications & alerts (which is currently selected), and Rules. The main content area is titled 'Rules' and contains a table with five items. The table columns are Name, Rule type, Frequency, Description, and Actions. The items listed are:

Name	Rule type	Frequency	Description	Actions
App submissions	App submis...	Real-time	Alerts when the apps are submitted for approval.	--
Device state rule	Device man...	Real-time	Alerts when the device health status is detected as offlin...	--
Audio quality for in-progress meetings <small>Premium</small>	In-progress ...	Real-time	Notifies admins when selected users experience poor au...	--
Video quality for in-progress meetings <small>Premium</small>	In-progress ...	Real-time	Notifies admins when selected users experience poor vi...	--
Application sharing (VBSS) quality for in-progress meetings <small>Premium</small>	In-progress ...	Real-time	Notifies admins when selected users experience poor ap...	--

Intelligent monitoring

Proactively monitor meeting quality to identify and address audio, video and app-sharing related issues while the meeting is in progress.

Proactive monitoring of meeting quality for admins

Configure Audio quality monitoring

Inside rule, recommended default values for monitoring conditions and settings are already configured.

If required, change the values per your requirement

The screenshot shows the Microsoft Teams admin center interface for configuring audio quality monitoring. The main title is "Audio quality for in-progress meetings". A note says it notifies admins when selected users experience poor audio quality for in-progress meetings based on parameters you set. The "Rule type" is set to "In-progress calls and meet...". Under "Audio conditions", it says to define the conditions that must be met to send a notification. A note indicates a notification will be sent when one or more of the selected conditions occur more than the minimum number of times defined in the monitoring settings. The "Monitoring settings" section controls when and how often notifications are received. The "Scope" section is partially visible at the bottom.

Audio quality for in-progress meetings

Notifies admins when selected users experience poor audio quality for in-progress meetings based on parameters you set.

Rule type: In-progress calls and meet...

Audio conditions

Define the conditions that must be met to send a notification.

A notification will be sent when one or more of the selected conditions occur more than the minimum number of times defined in the monitoring settings.

Parameter	Operator	Value
Packet loss (inbound)	>=	5 Must be 5 or above (Default = 5)
Jitter (inbound)	>=	30 milliseconds Must be 30 or above (Default = 30)
Local healed ratio (inbound)	>=	0.07 Must be 0.07 or above (Default = 0.07)
Round trip time (outbound)	>=	500 milliseconds Must be 500 or above (Default = 500)

Monitoring settings

These settings control when and how often you receive notifications about the audio conditions you set.

Notification threshold	Monitoring window	Notification waiting period
Set the minimum percentage of times that any audio conditions must occur in a monitoring window before a notification is sent. 30 % Must be between 30 and 100 (Default = 80)	Set the amount of time audio is monitored before a notification can be sent. 1 minutes Must be between 1 and 5 (Default = 3)	Set a waiting period between monitoring windows to limit how often you receive notifications. 5 minutes Must be between 5 and 20 (Default = 7)

Scope

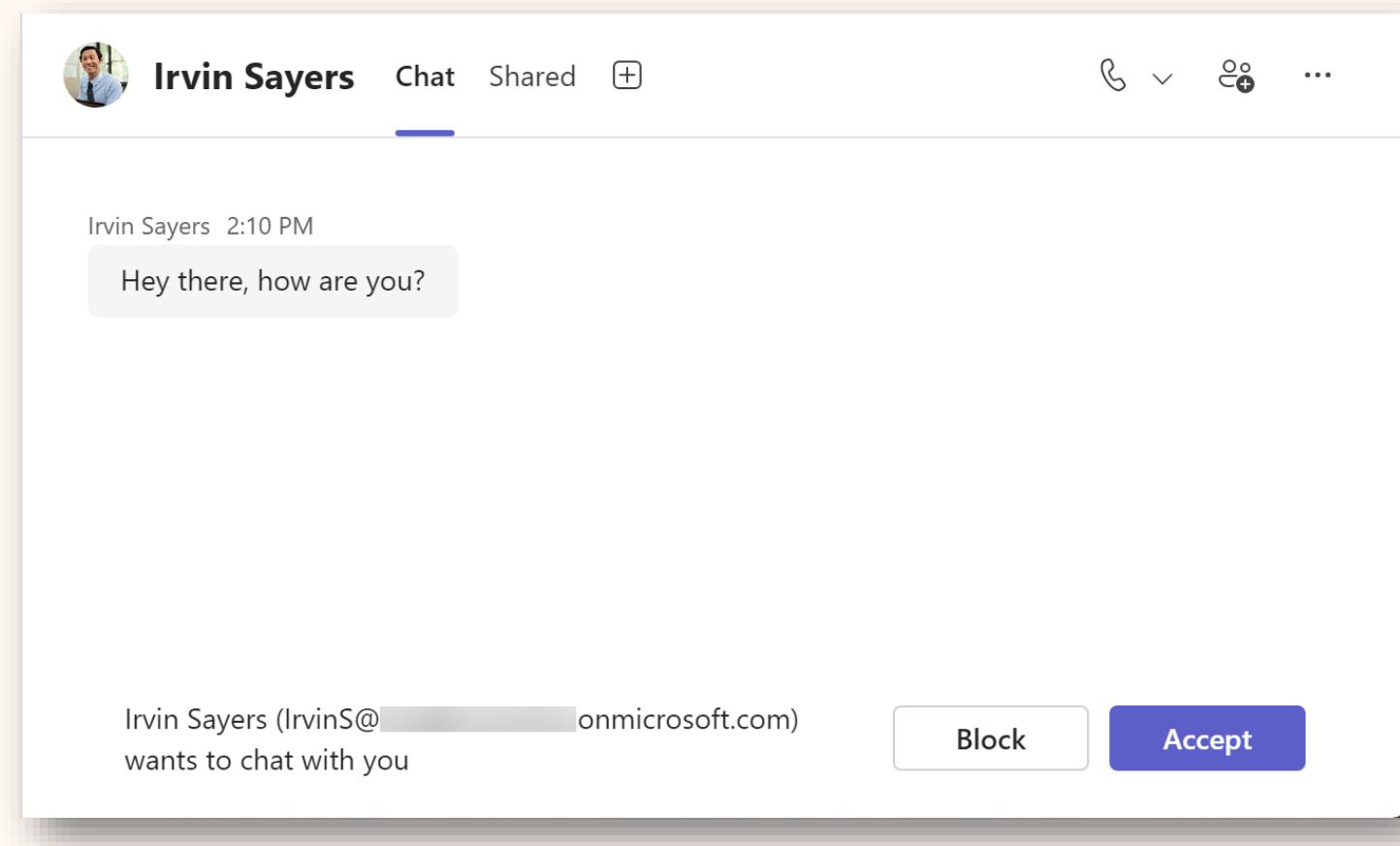
Advanced collaboration tools: Priority account chat controls

End user guidance: Priority account chat controls

When the user is assigned with messaging policy that has **Priority account chat control** enabled, they will get notified about chats from new internal contacts, giving them a choice to accept or block the conversations.

Users can **block communications** with the individual users (and can unblock or allow if needed in the future).

Once user **allow/accept** the communications, Teams chat messaging will become active.



Custom User Policy Packages

Admin Guidance: Create a new package

Custom Policies can be added in the Teams Admin Center (<https://admin.teams.microsoft.com>).

Step 1: Go to **Policy packages**.

Step 2: In **Manage packages** tab, click **+Add**.

Step 3: Assign the policy package a name and description.

Step 4: Select the policy type, and policy to be assigned.

Step 5: Click **save**.

The screenshot shows the Microsoft Teams Admin Center interface. On the left, there's a navigation sidebar with options like Teams, Users, Teams devices, Teams apps, Meetings, Conference bridges, Audio Conferencing, Meeting policies, Customization policies, Meeting settings, Live events policies, Live events settings, Meeting templates, Meeting template policies, and Messaging policies. The main area is titled "Contoso Meeting Policies" and shows "Contoso Meeting Policies - Live Events and Meeting Branding". Below this, under "Assigned policies", there are two entries: "Meeting policy" (Contoso Meeting Policy) and "Live events policy" (Contoso Live Event Policy). At the bottom of the main window, there's a summary: "Policy packages summary" with 14 Default policies and 1 Custom policy (Premium). A red box highlights the "Manage packages" button in the top-left corner of the main content area. The bottom part of the screenshot shows a table with columns for Name and Description, listing "Contoso Meeting Policies" and "Education (Higher education student) (default)".

End-to-End Encryption

Organizer Guidance: End-to-End Encryption

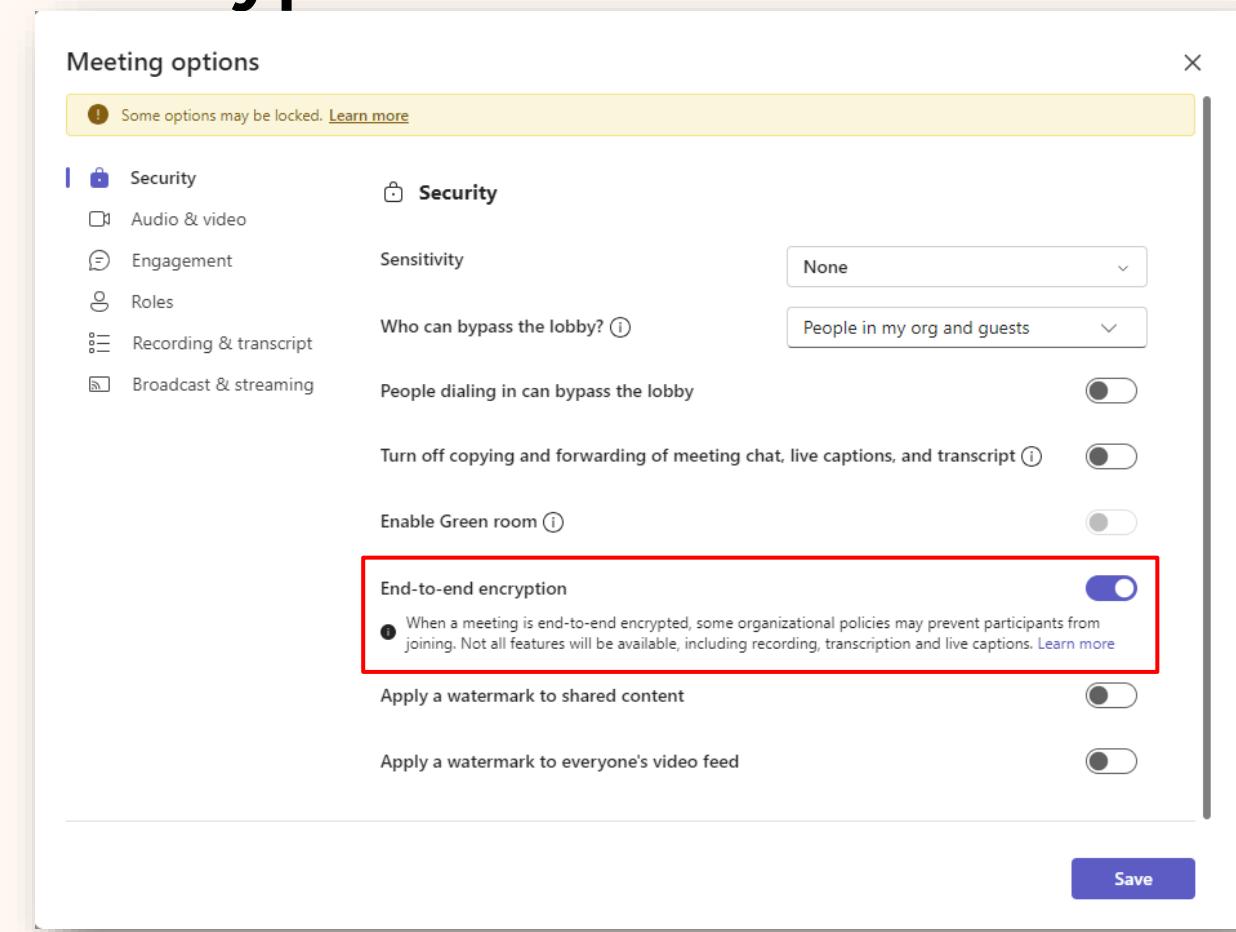
End-to-end encryption in a meeting can only be turned on or off before it starts.

Desktop

1. Go to your Outlook or Teams Calendar and create a **New meeting** (you can also double click to edit an **existing meeting**).
2. Go to **Meeting options**.
3. Click on **Security**.
3. Turn on the **Enable end-to-end Encryption** toggle.
4. Select **Save**.
5. Enter the rest of your meeting details.
6. Select **Save** to schedule.

Mobile

1. Open your Teams mobile app.
2. Go to **Details > Meeting options**.
3. Enable end-to-end Encryption.



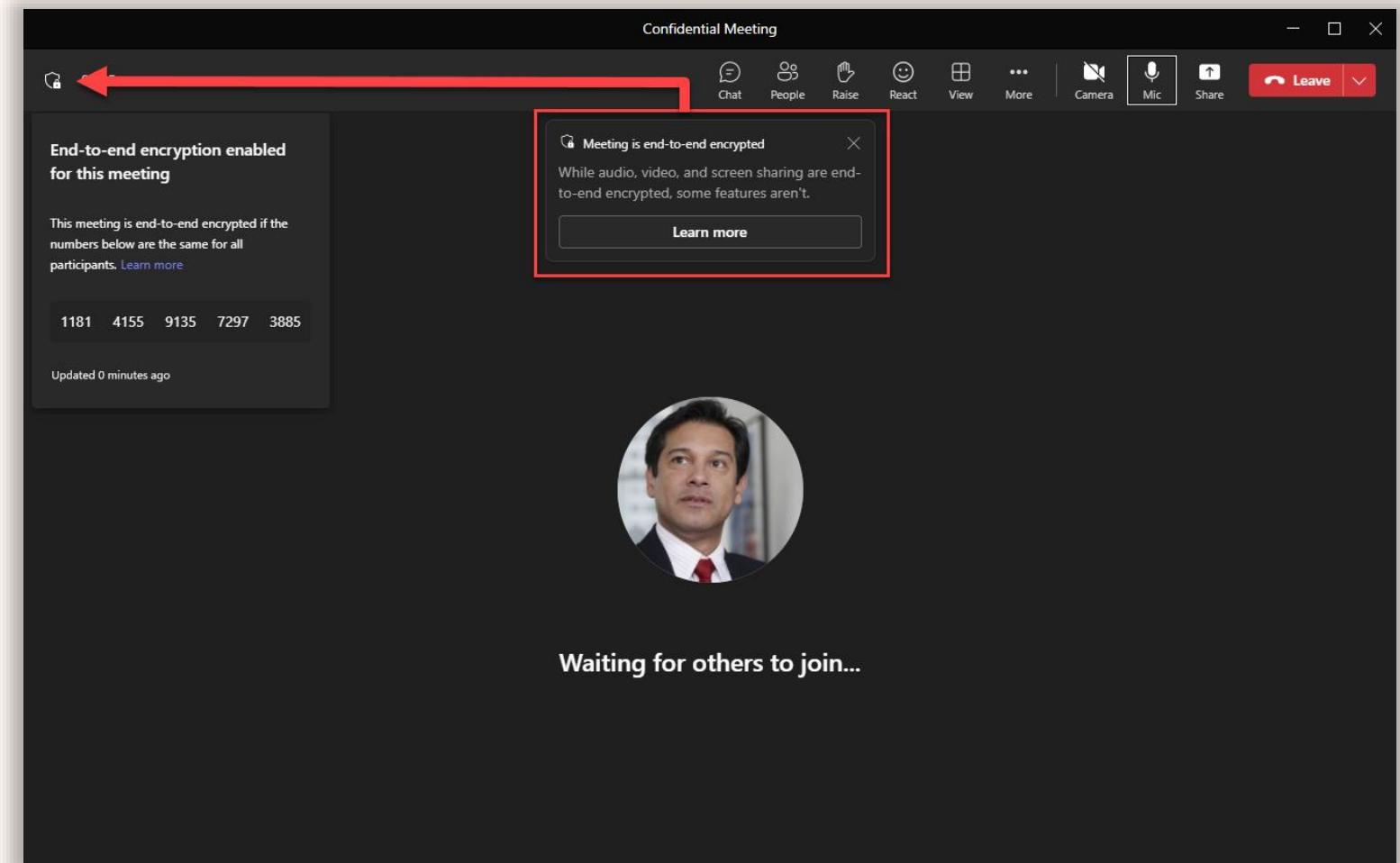
To verify end-to-end encryption is turned on for both parties, look for the encryption indicator (a symbol of a shield and lock) on your meeting screen. Tap the indicator to see your meeting's end-to-end encryption code and make sure the code is the same for both parties. (Refer to User guidance on the next three slides for visual examples).

End-to-End Encryption

User Guidance: First Attendee Joins Meeting

Example: Allan is the first attendee to join meeting

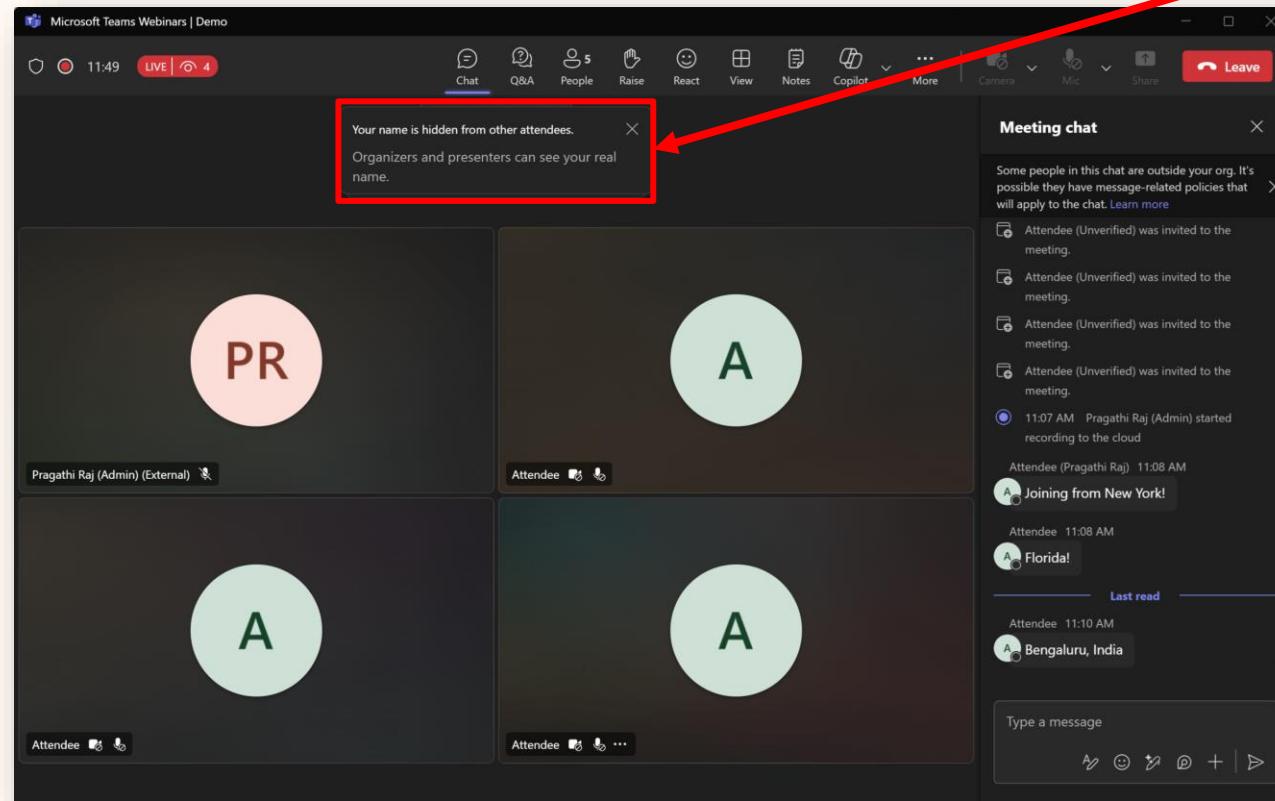
- The encryption indicator in the upper left will show the current status
- Click the indicator to reveal detailed status, including the code currently in use
- The code will change when a new participant joins
- The code will be the same for all participants
- Desktop (Windows and Mac) and mobile (iOS and Android) only.



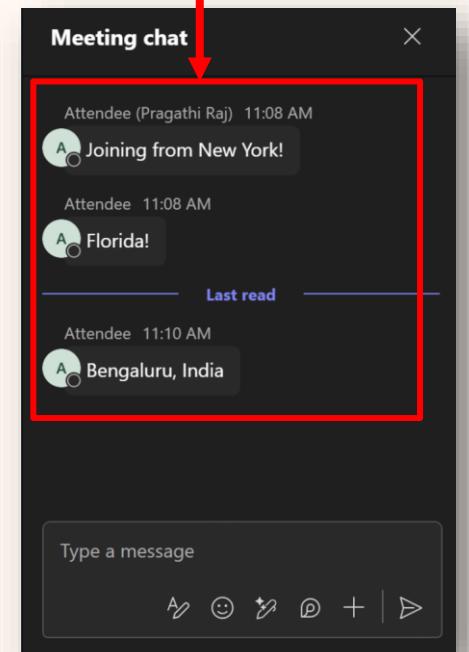
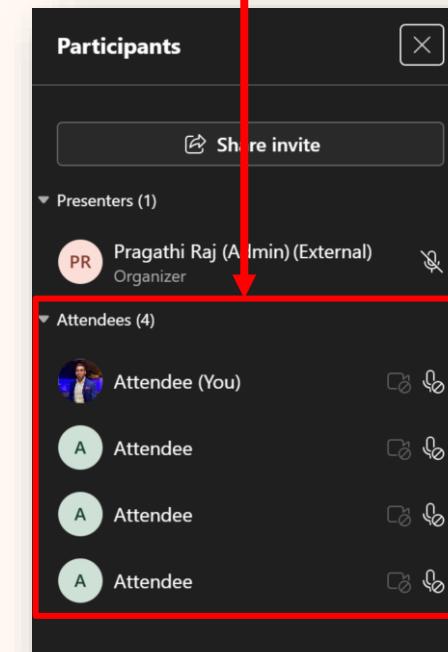
Advanced Webinars: Hide attendee names

User Experience: Hide Attendee names

Attendees can't see names and details of other attendees, but they'll be able to see names and details of organizers and presenters in the meeting stage, meeting chat and people roster.



- Attendees will see the **Hide attendee names banner**.
- Attendees see other attendees as anonymous in the **people roster** as well as **Meeting chat**.



Protected meetings: Prevent users from sharing content in external Teams meetings

Admin guidance: Prevent users from sharing content in external Teams meetings (1/2)

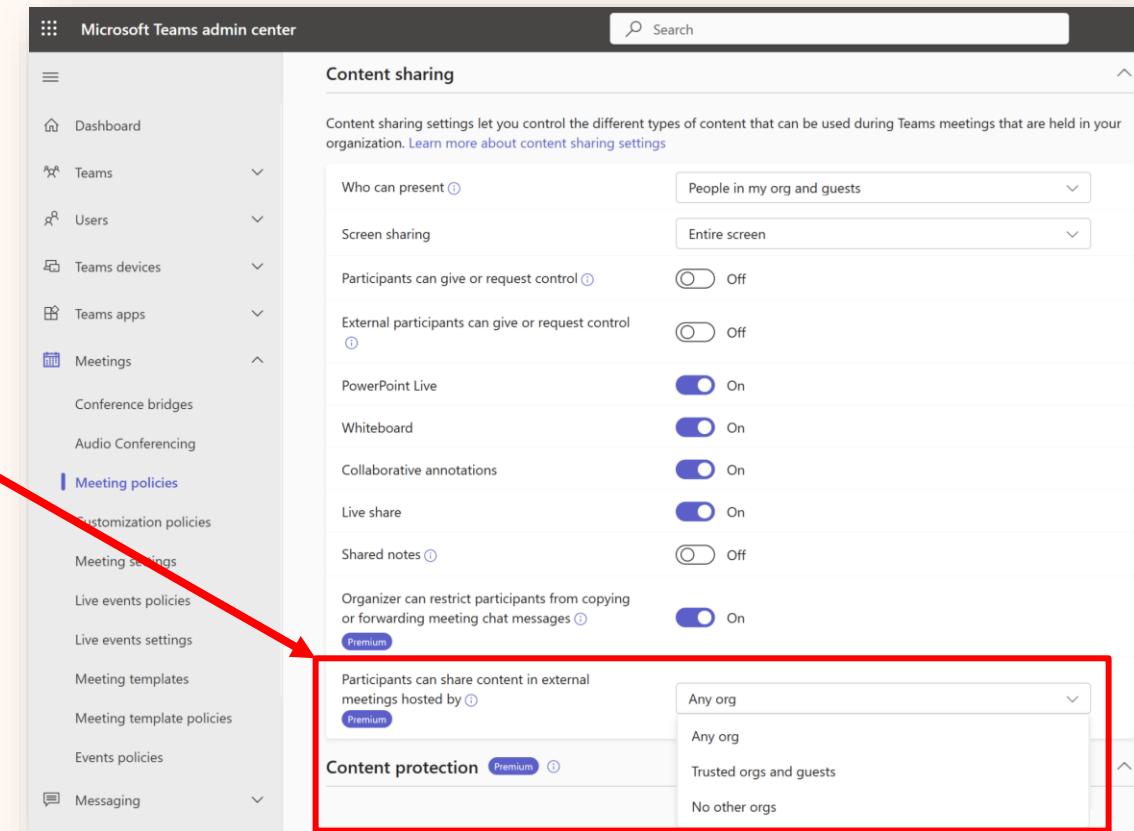
With [Teams Premium](#), you can control whether users in your org can share content when attending external Teams meetings to prevent sharing sensitive information externally.

Step 1: In the **Teams admin center**, expand **Meetings**, and then select **Meeting policies**.

Step 2: Choose the **policy** that you want to update or create a new one.

Step 3: In the **Content sharing** section, set **Participants can share content in external meetings hosted by** to:

- **Any org:** Users can share content with any org hosts.
- **Trusted orgs and guests:** Users can only share content with trusted orgs and guest hosts.
- **No other orgs:** Users can't share content in any external meetings.



Step 4: Select **Save**.

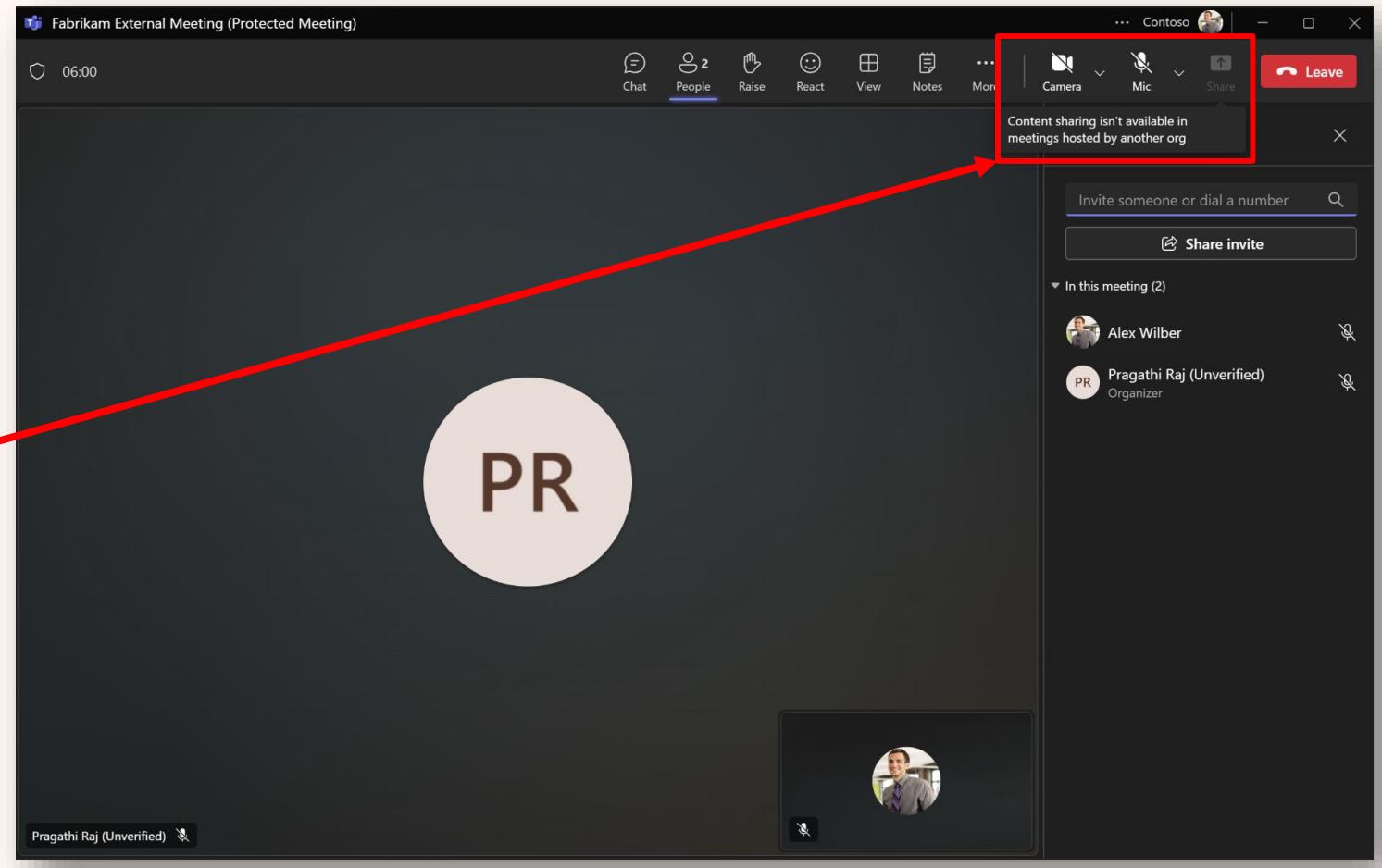
Protected meetings: Prevent users from sharing content in external Teams meetings

End user: In Meeting experience

When the user is assigned with meeting policy that has **Prevent users from sharing content in external Teams meetings**, they won't be able to share content when attending external meetings.

Users will see that the **Share** options is **greyed out** (meeting policy enforcement)

When user attempts to share content or click on share icon, user will see the banner **"Content sharing isn't available in meetings hosted by another org"**



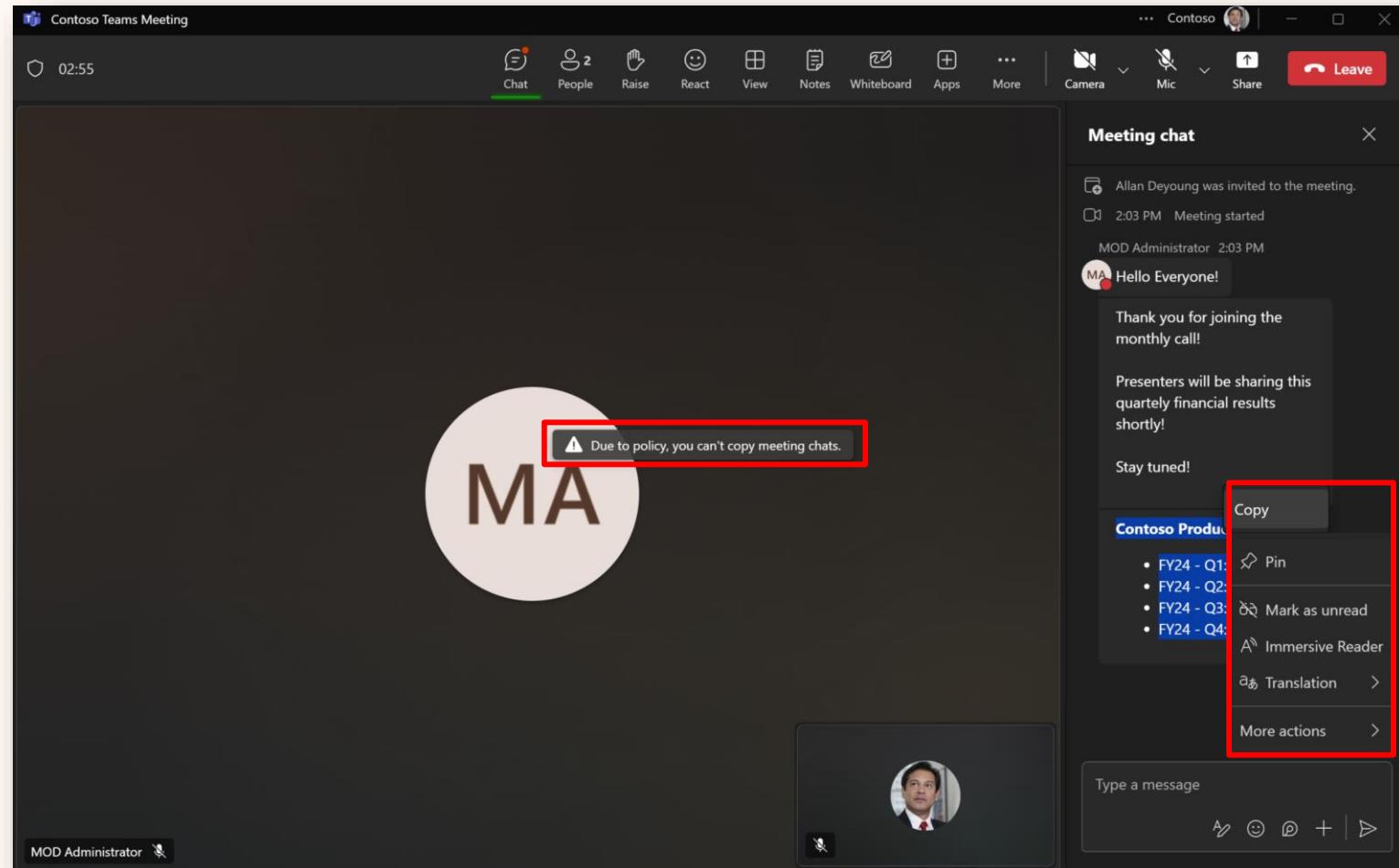
Protected meetings: Prevent copying or forwarding of chat

Attendee: Preventing copying/forwarding of chat

When the **Turn off copying or forwarding of meeting chat** is enabled in the meeting options, participants won't be able to copy or forward meeting chat. Same applies to live captions, transcripts and recap.

When a user attempts to **Right-click to copy, ctrl + C** to copy meeting chat they get the warning "**Due to policy, you can't copy meeting chats**"

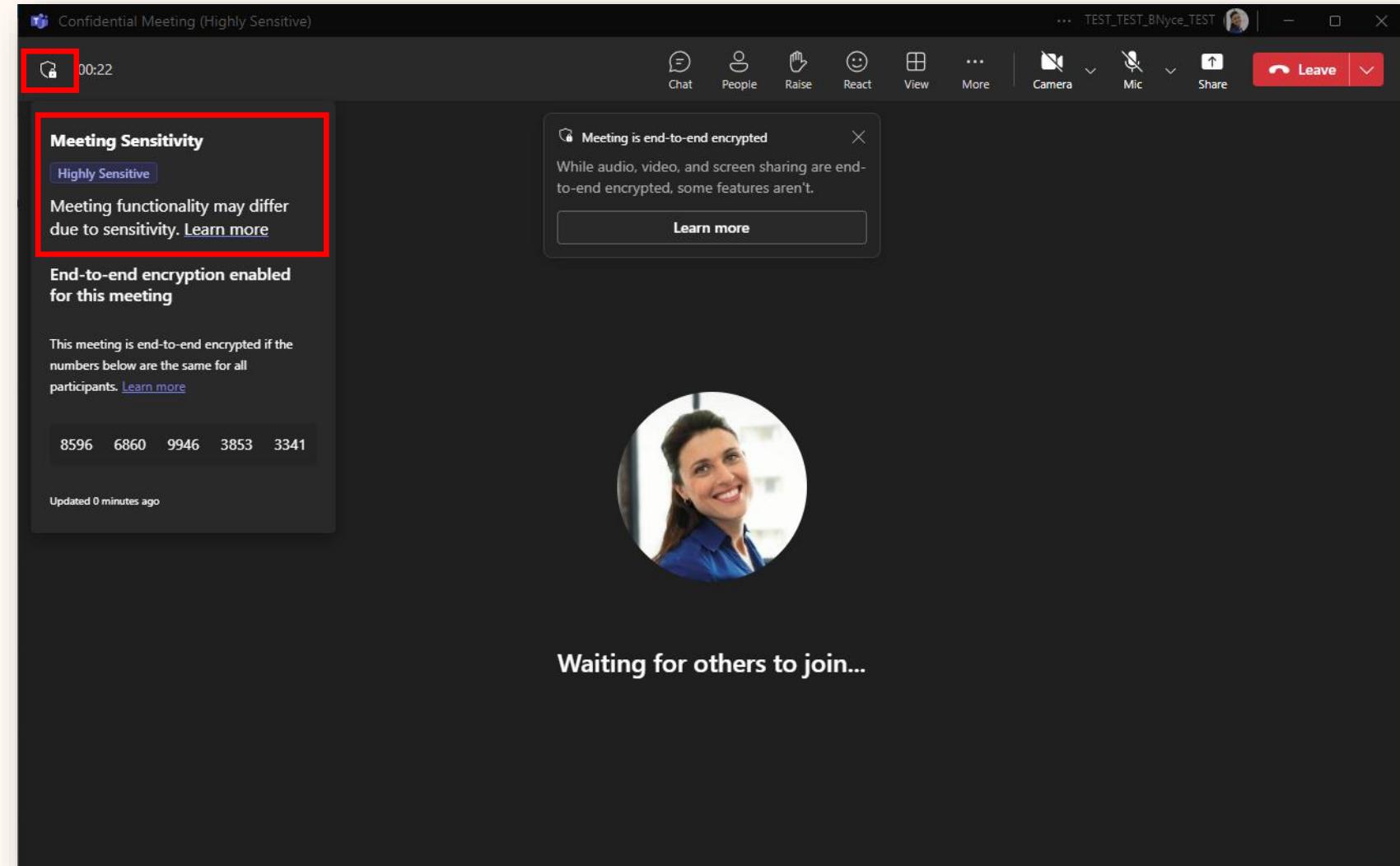
Users also do not see **forward message, Share to Outlook, and Copy link** options from more options.



Sensitivity labels

Attendee: Sensitivity label meeting experience

The **sensitivity indicator** in the upper left will show that a sensitivity label has been applied to the current meeting.



Org-defined backgrounds

End User: Using custom background in meetings for *Desktop*

Org-defined backgrounds will appear on licensed end user's interface, ordered by time of upload.

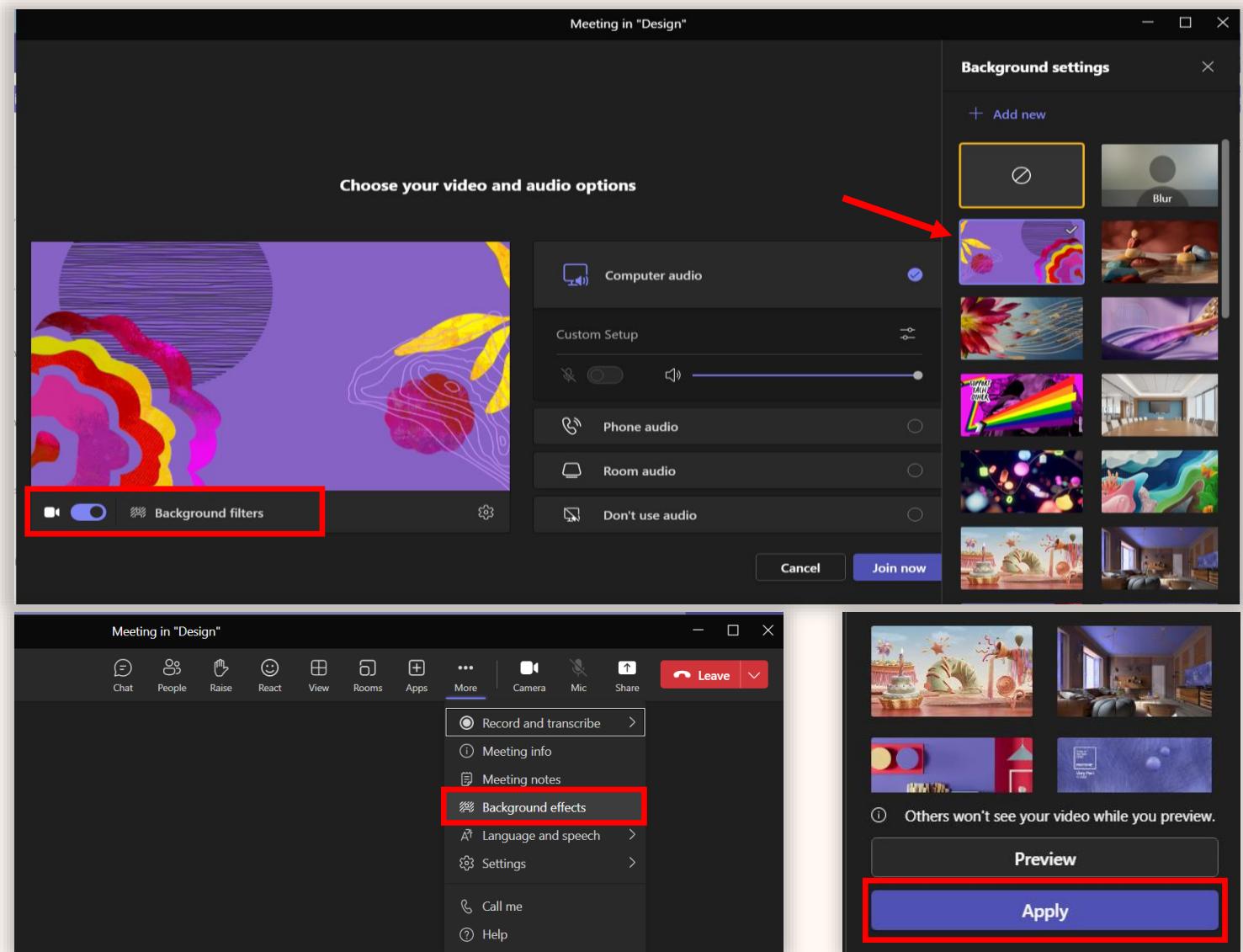
Desktop

Pre-join experience

1. Join a meeting in your calendar.
2. Enable camera.
3. Select **Background filters**.
4. Choose one of the org-defined backgrounds.
5. Close and click **Join Now** to enter the meeting.

In-Meeting Experience

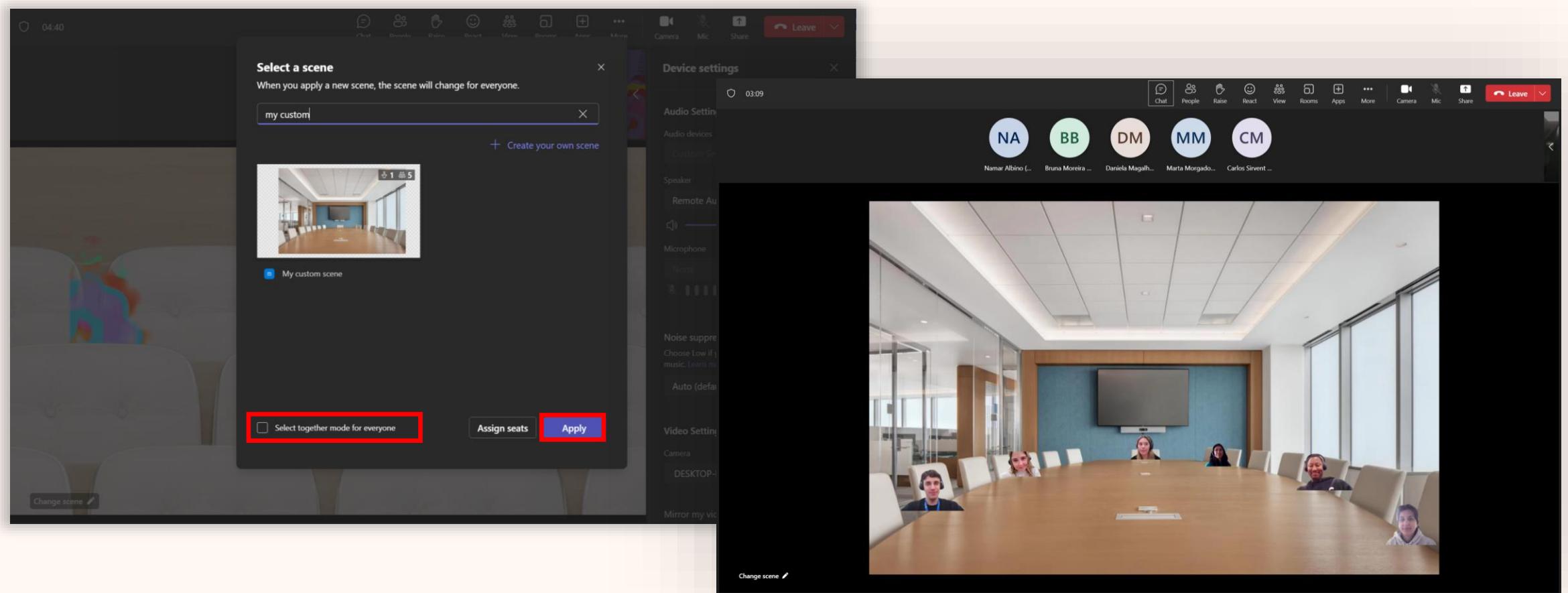
1. Go to **More** on the top meeting toolbar.
2. Select **Background effects**.
3. Choose one of the org-defined backgrounds.
4. Hit **Apply**.



Custom Together Mode Scenes

Organizer Guidance: Changing together mode scenes

To change scenes for all participants in the meeting, organizers and presenters can check **select together mode for everyone** box and hit **Apply**.



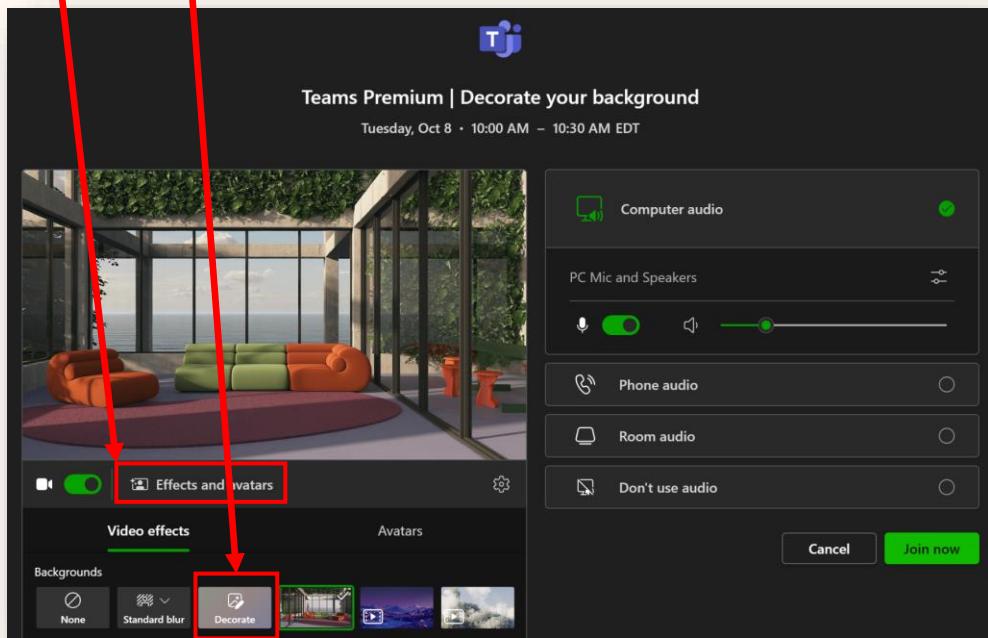
Decorate your background

User Guidance: Decorate your background (1/2)

Users can use Decorate your background feature to set the video background, before joining the meeting from the pre join screen or while actively in the meeting.

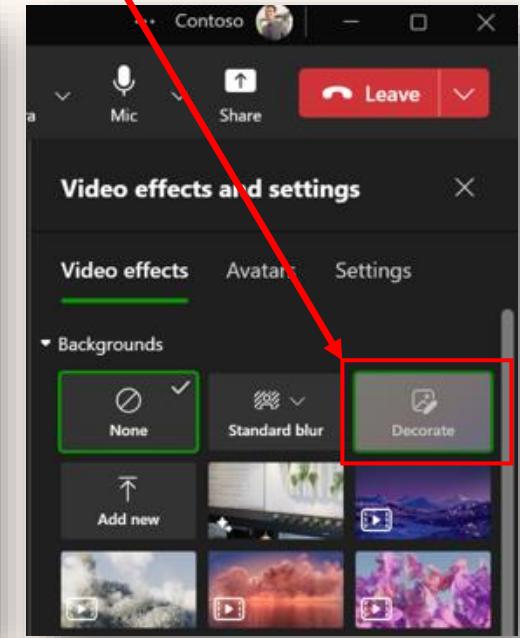
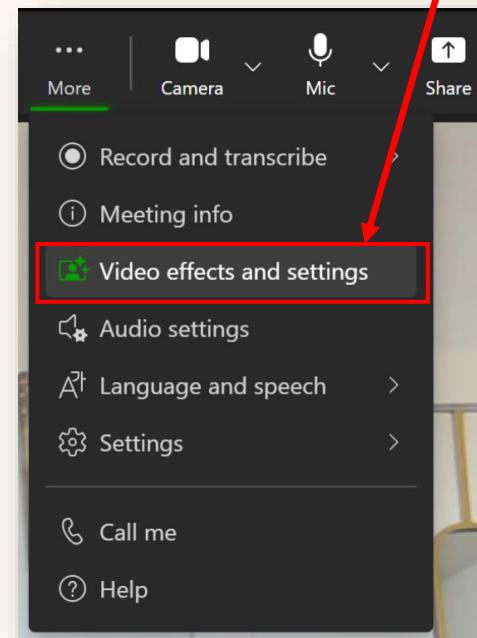
Before the meeting:

Step 1: From the **Pre join screen**, Select **Effects and Avatars > Video effects** and then select the **Decorate** button.



In the Meeting:

Step 1: While you are in the meeting, click on **More** menu and select **Effects and Avatars > Video effects** and then select the **Decorate** button.



Decorate your background

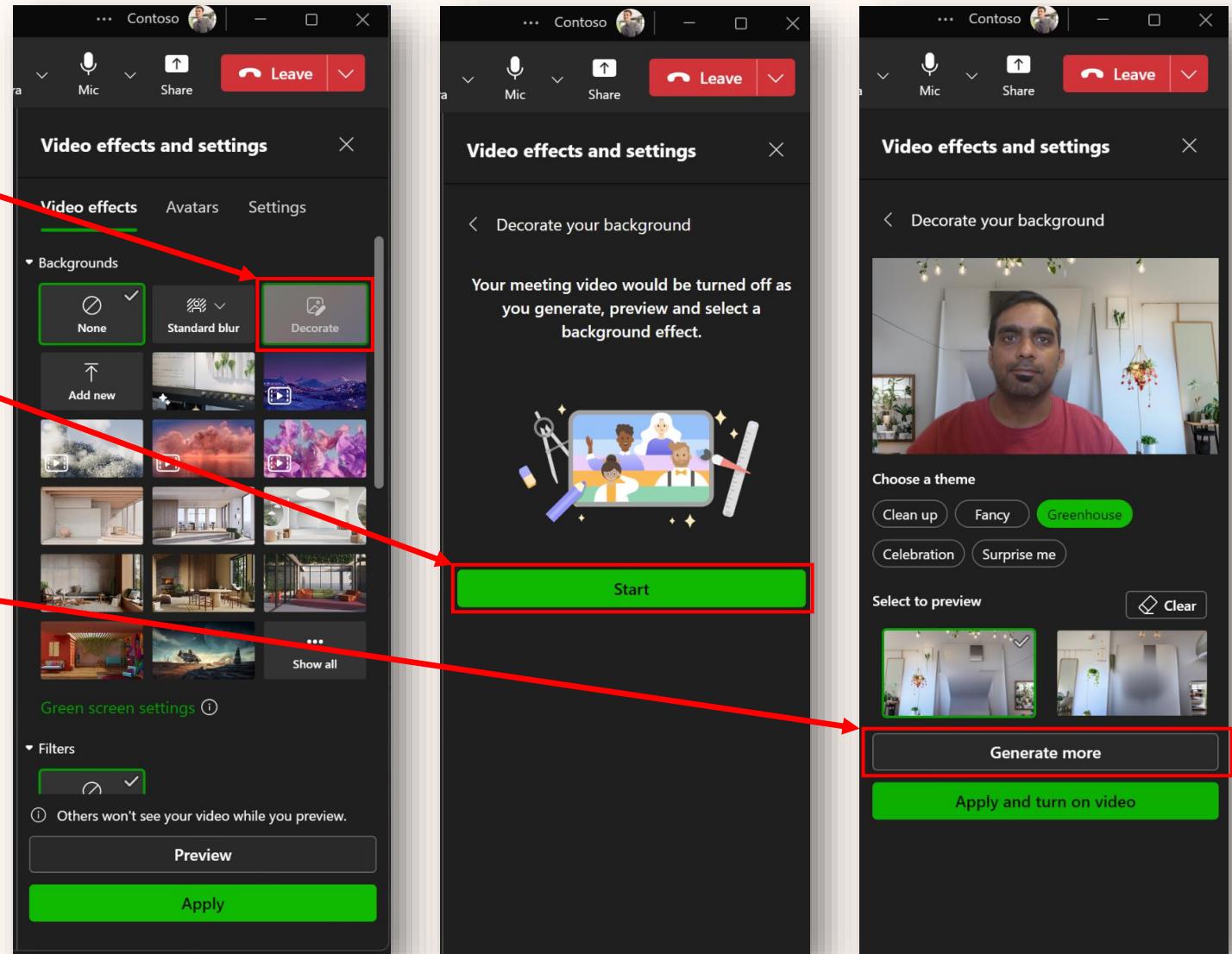
User Guidance: Decorate your background (2/2)

Step 2: In the **Video effects and settings** pane, upon clicking on **decorate** button, when user gets the message that the **video will be turned off** to decorate your background, click on **Start**.

Step 3: Choose a **theme**, and then click the **Generate backgrounds**.

Step 4: You can pick one of the two options offered or click the **Generate more** button to create additional backgrounds.

Step 5: When you have selected the background that you want to use, click the **Apply and turn on video** button.



RTMP-In

Organizer Guidance: Getting started

RTMP-In can be enabled through the Meetings Options of the scheduled event.

Step 1: In Teams, go to **Calendar** and select a meeting.

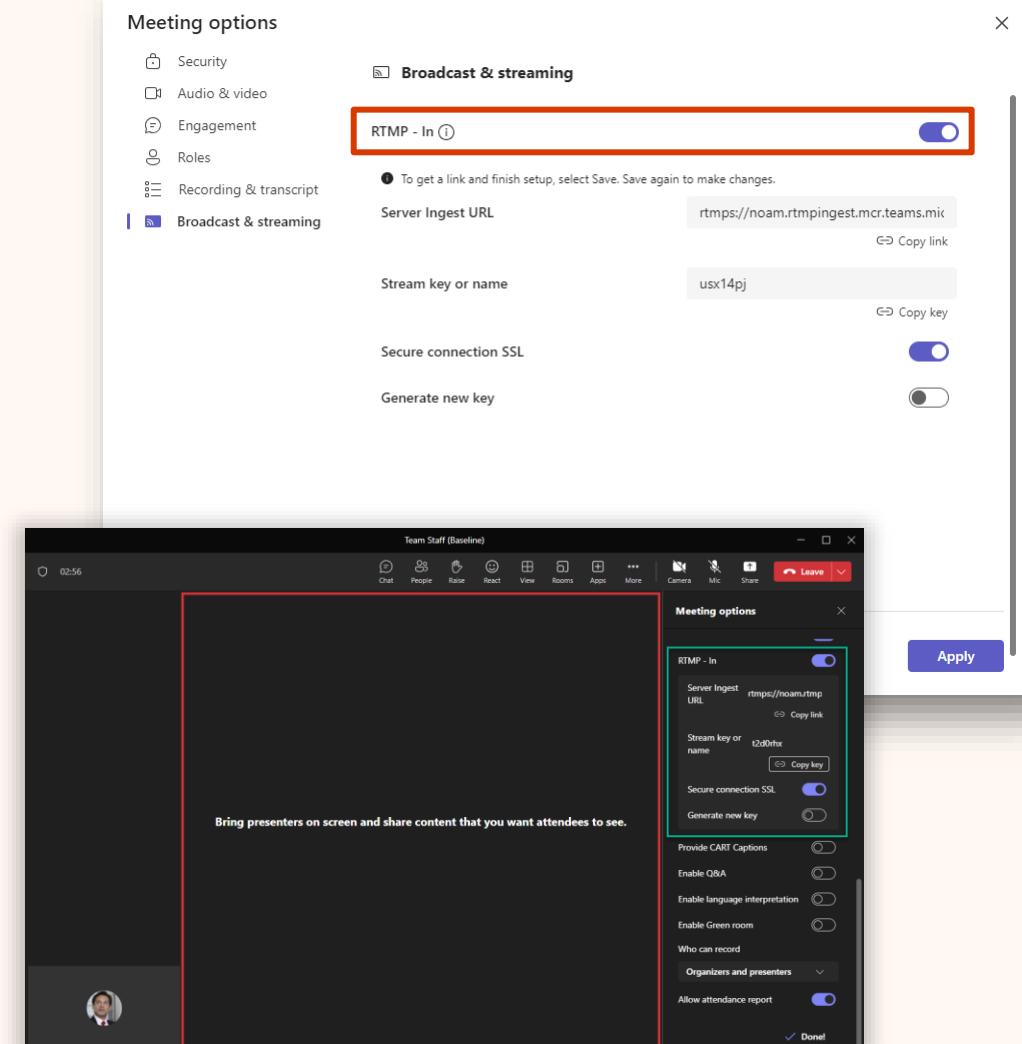
Step 2: Click on **Meeting options**.

Step 3: Click on **Broadcast and streaming** and slide the **RTMP-In** toggle to **On**.

Step 4: Click **Apply**.

RTMP-In is now enabled. You will see the Server ingest URL and Stream key listed.

Once enabled and configured, it appears as another video feed in the meeting (*automatic fit-to-frame applied*).

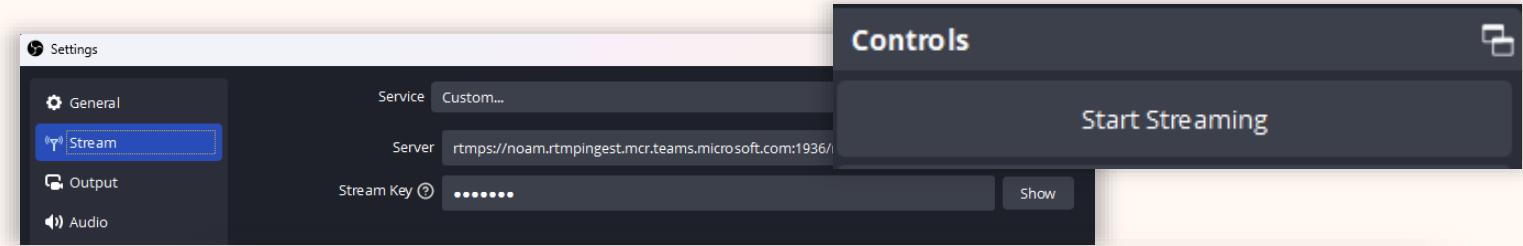


Organizer Guidance: Presenter view

While you can use a number of different encoders, example screenshots below show OBS.

Once RTMP-In is enabled:

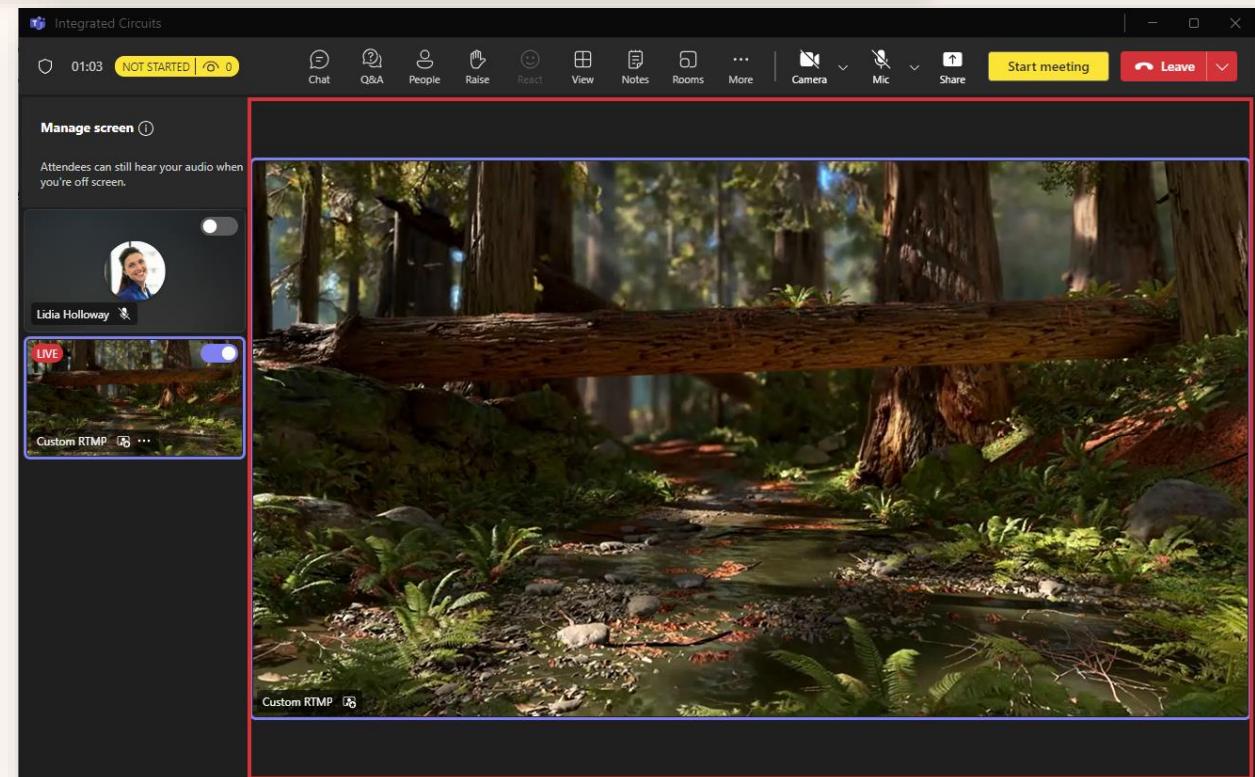
Step 1: Input the **Server Ingest URL** and **Key** into the encoder.



Step 2: In the encoder, click **Start Streaming**.

The feed will appear in the meeting as "Custom RTMP".

Note: The screenshot to the right is using 'Manage what attendees see.' The Custom RTMP feed is in the **Manage screen** area and has been brought on screen.





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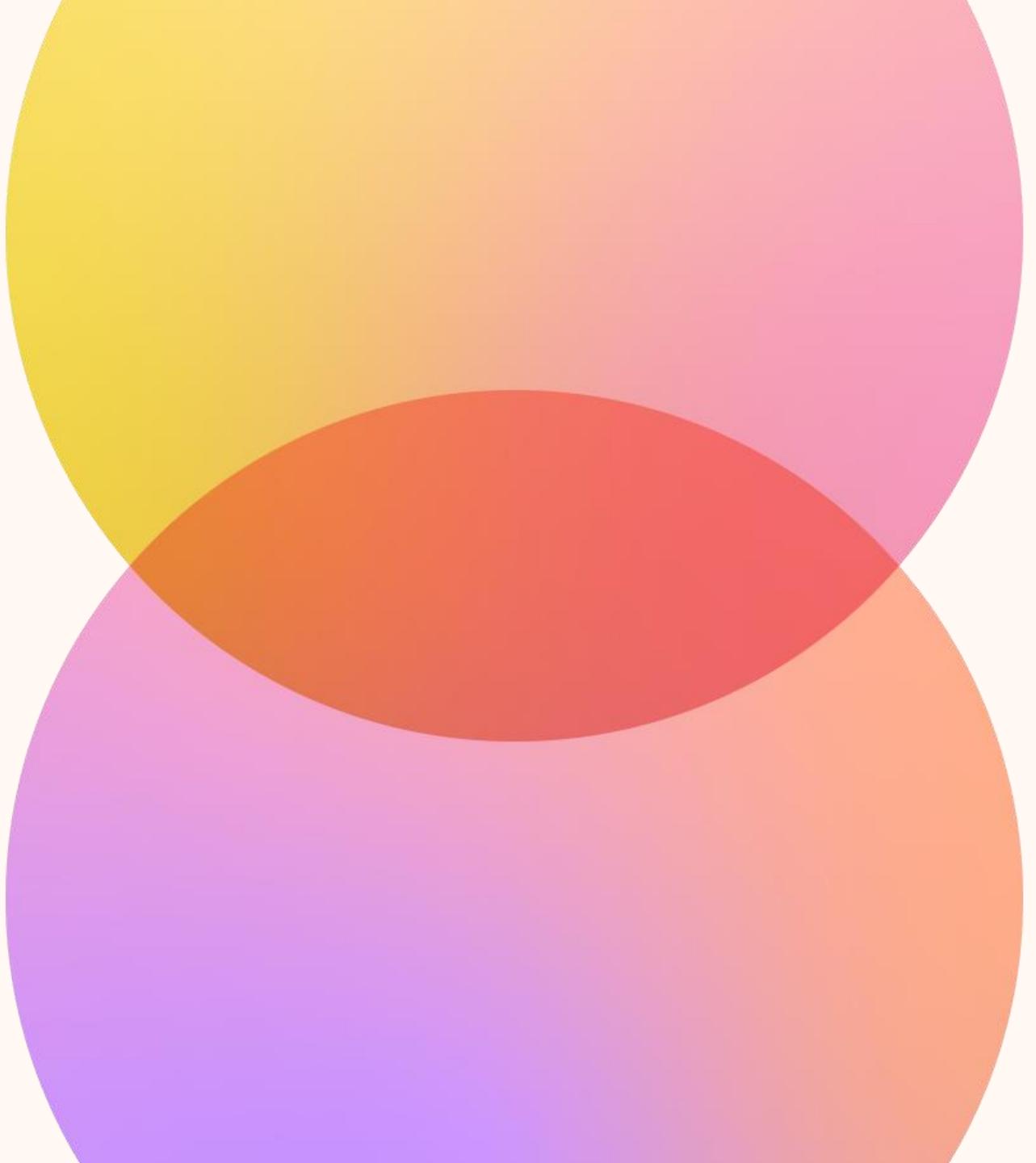


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