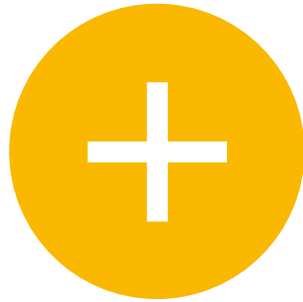


# Time Away on Teams

Enmeng Liu ([t-eliu@microsoft.com](mailto:t-eliu@microsoft.com))

# Background



SUCCESS IN OUTLOOK  
ADD-IN



INCREASING NUMBER  
OF TEAMS USERS



HELP USER PREPARE  
FOR A TIME AWAY

# Introduction



1 card 5 pages



3 components



Non-blocking requests



Data synchronizatio

# Introduction

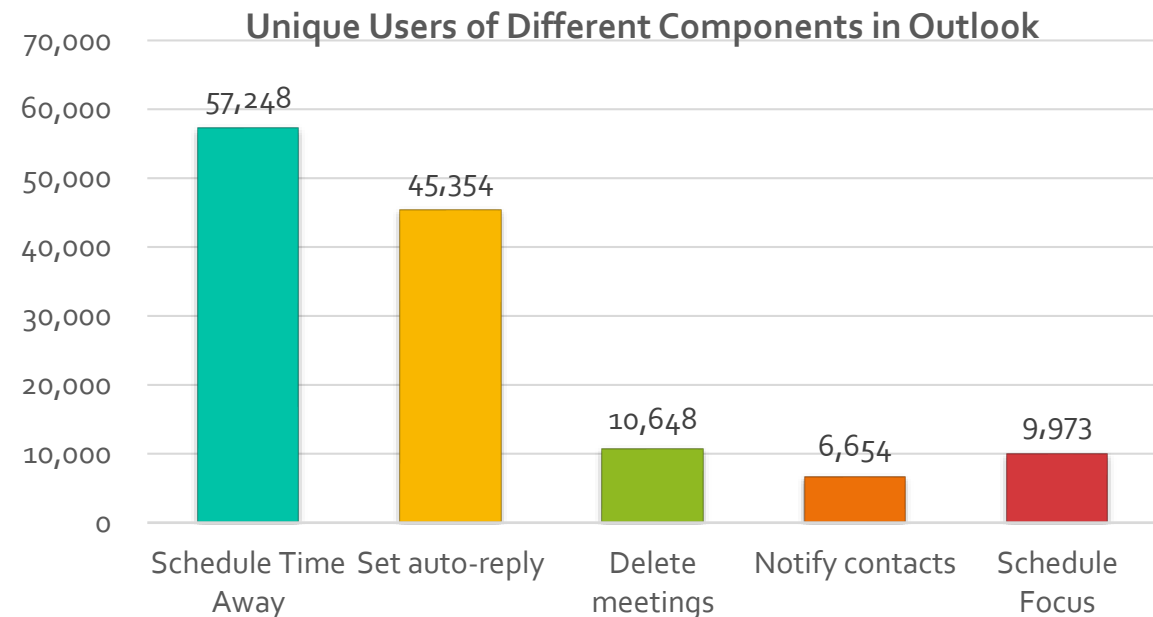
5 pages

3 components

Non-blocking requests

Data synchronization

- 3+2=5 pages
  - Home Page
  - Select dates
  - Set auto-reply message (Outlook)
  - Resolve meetings
  - All Done
- Reason: Outlook add-in time away usage of last 12 weeks



# Introduction

5 pages

3 components

Non-blocking requests

Data synchronization

The screenshot shows a web form titled "Select Dates" with a calendar icon. Below the title is the question "When will you be out of office?". The form contains two date selection fields: "Start Date" with the prompt "When will it start?" and "End Date" with the prompt "When will it end?". Each field has a calendar icon. At the bottom of the form are two buttons: "Previous" and "Next". Three callout boxes are present: a green box at the top right labeled "TimeAwayCard" pointing to the entire form; an orange box on the right labeled "TimeAwayDetailCard" pointing to the date selection fields; and a red box at the bottom right labeled "TimeAwayButtonContainer" pointing to the "Previous" and "Next" buttons.

## TimeAwayCard

- ❖ Title
- ❖ Description
- ❖ Upper-layer Logics (e.g. Step Control)

## TimeAwayDetailCard

- ❖ Different contents according to current step
- ❖ Functional components (e.g. Date pickers, text fields, checkboxes...)

## TimeAwayButtonContainer

- ❖ Button(s) to switch between steps
- ❖ "Start" in Home Page; "Go back" in End Page
- ❖ "Next" serves as "Confirm"

# Introduction

5 pages

3 components

Non-blocking requests

Data synchronization



Tasks in background



No unnecessary waiting



Save user's time

# Introduction

5 pages

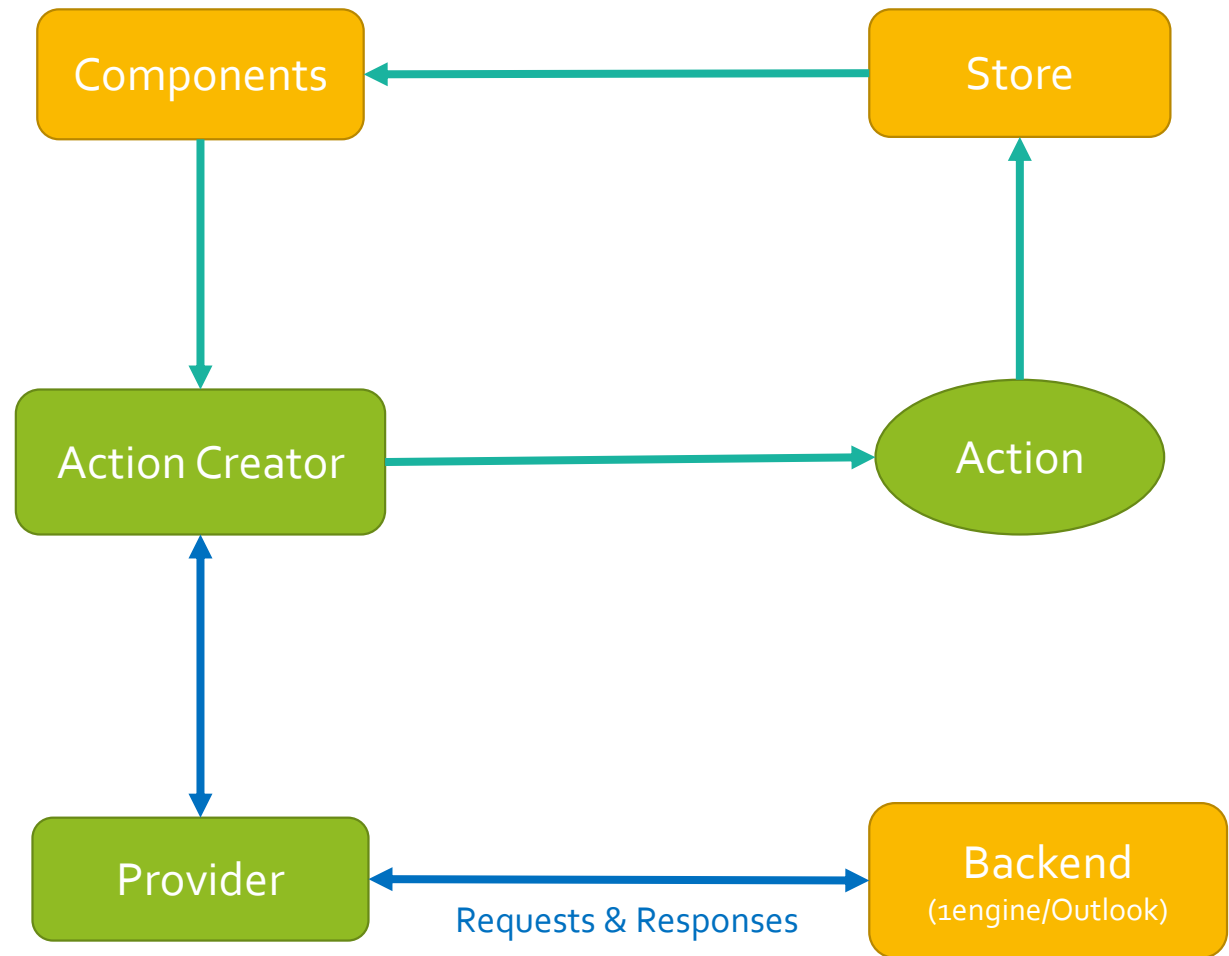
3 components

Non-blocking requests

Data synchronization

- In case settings (time away settings / auto reply settings / meetings) changed **somewhere else** (e.g. Outlook Add-in)
- Automatic or manual refreshing:  
Refresh automatically every 5 minutes

# Dataflow



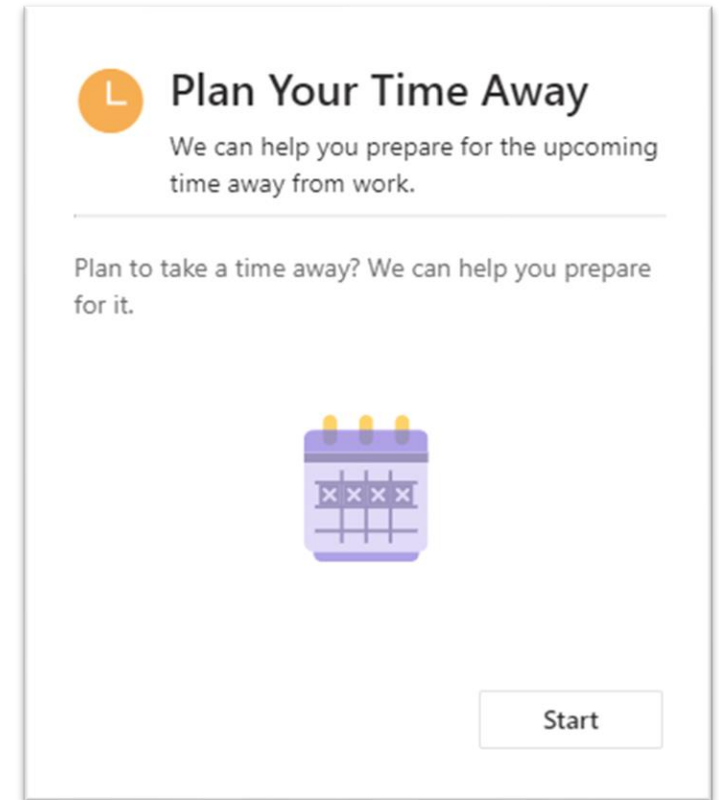




# Scenario of Booking A Time Away

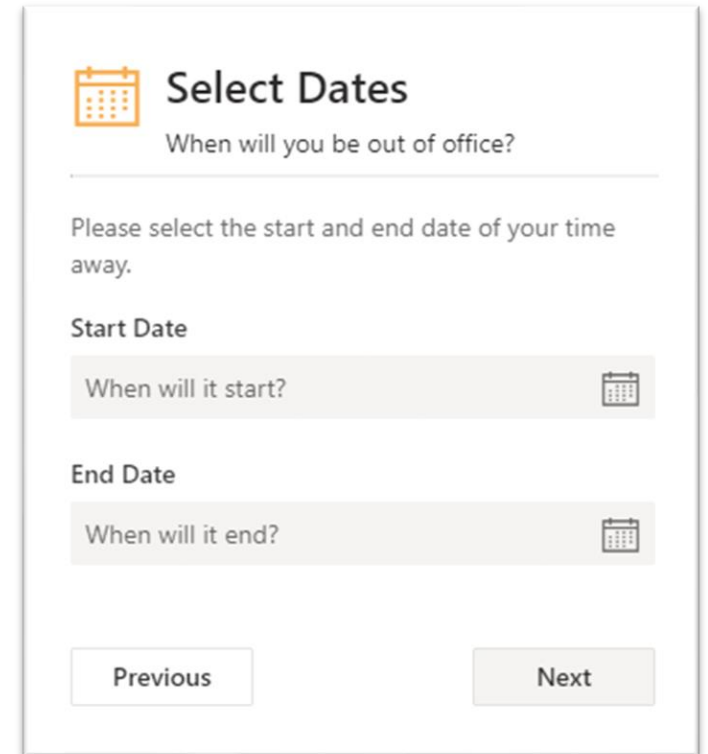
# Home Page

- Requests:
  - Fetch Time Away Settings from 1engine
  - Fetch auto-reply setting from Outlook
- Display different texts and pictures according to whether there is a booked Time Away



# Select Date

- Date Pickers for Start & End Date
- Placeholder / Previous setting (If there is)
- “Next” for confirmation
- Requests sent on clicking “Next”:
  - Fetch meetings during this period from Outlook
  - Create/update time away in 1engine
  - Book an OOF event on Outlook Calendar to set Teams status (delete the old one if there is)
  - (the latter 2 ones sent only when dates are changed)



The screenshot shows a 'Select Dates' dialog box with an orange calendar icon. The title is 'Select Dates' and the subtitle is 'When will you be out of office?'. Below this is a horizontal line and the text 'Please select the start and end date of your time away.' There are two date picker sections: 'Start Date' with the placeholder 'When will it start?' and 'End Date' with the placeholder 'When will it end?'. Each section has a small calendar icon to its right. At the bottom, there are two buttons: 'Previous' on the left and 'Next' on the right.

## ✂ Fetch meetings

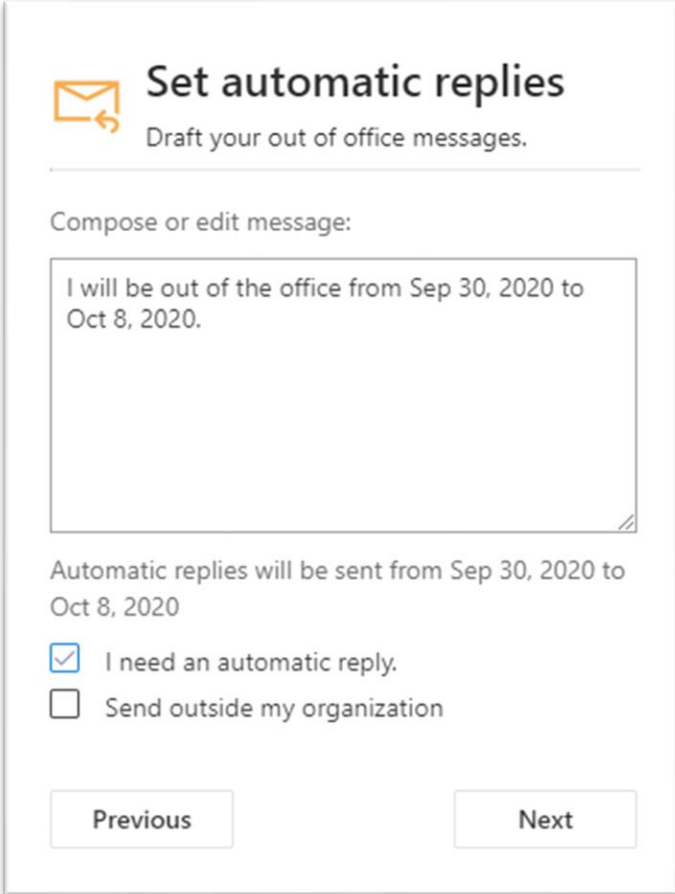
- This request must be placed **before** the delete request (otherwise 404)
- Start time used in request =  $\max(\text{today}, \text{start date selected})$

## ※ Delete the old OOF event

- First find id of the old OOF event
- Previous start date is needed (saved when loading time away settings, updated when this step is completed)
- Previous start & end dates can also be used to judge whether dates are changed

# Set Auto Reply

- Why here: spare time for fetching meetings
- Text field: Previous setting / Default message
- 2 Checkboxes:
  - Whether to change previous setting
  - Whether to send outside organization
- Requests sent on clicking “Next”:
  - Update auto-reply setting in Outlook(if needed)
  - Update Time Away Task Status in 1engine



The screenshot shows the 'Set automatic replies' dialog box in Outlook. At the top, there is an envelope icon with a curved arrow and the title 'Set automatic replies' followed by the subtitle 'Draft your out of office messages.' Below this is a section labeled 'Compose or edit message:' containing a text area with the message 'I will be out of the office from Sep 30, 2020 to Oct 8, 2020.' Underneath the text area, it states 'Automatic replies will be sent from Sep 30, 2020 to Oct 8, 2020'. There are two checkboxes: the first is checked and labeled 'I need an automatic reply.', and the second is unchecked and labeled 'Send outside my organization'. At the bottom, there are two buttons: 'Previous' on the left and 'Next' on the right.

**Set automatic replies**  
Draft your out of office messages.

Compose or edit message:

I will be out of the office from Sep 30, 2020 to Oct 8, 2020.

Automatic replies will be sent from Sep 30, 2020 to Oct 8, 2020

☒ I need an automatic reply.  
☐ Send outside my organization

Previous Next

# Resolve Meetings

- Edit Decline Message
- Meetings: Top 5 by default / Load All
- Link to Teams Calendar Event page
- Requests sent on clicking “Next”:
  - Resolve meetings according to event properties in Outlook
  - Update Time Away Task Status in 1engine

**Resolve meetings**  
Cancel Meetings while you are away.

---

Decline and cancel meetings with this message:

I will be out of the office from Sep 30, 2020 to Oct 8, 2020.

Select meetings to decline and cancel:

☐ Select All

☐ Oct 2, 6:00 AM [SAVE THE DATE] HO...

☐ Oct 2, 8:00 AM MyA Substrate Infra ...

☐ Oct 2, 2:00 PM Enmeng and Feng sync

☐ Oct 6, 7:00 AM Stand-up with Gaura...

☐ Oct 6, 12:30 PM MyA Substrate Infra ...

[Load All Meetings](#)

Previous

Next

## ✂ Resolve Meetings

- Meetings with different properties call for different ways to resolve: NoAction, Cancel, DeclineWithMessage, DeclineWithoutMessage
- A list of (id, resolve way) pairs
- Delete resolved meetings from store at the same time



# ※ Filter & Sort Meetings

- Not just in time order
- Separate “Focus Time” and other normal meetings
- Filter: ShowAs !== OOF/Free
- Sort:
  - Appointments (attendee U organizer === {user}) ranks behind
  - time order

<input type="checkbox"/>	Oct 16, 2:00 PM	Enmeng and Feng sync	<a href="#">🔗</a>
<input type="checkbox"/>	Oct 16, 4:00 PM	参与有福利--STCA Int...	<a href="#">🔗</a>
<input type="checkbox"/>	Oct 14, 8:00 AM	Focus time	<a href="#">🔗</a>
<input type="checkbox"/>	Oct 15, 8:00 AM	Focus time	<a href="#">🔗</a>
<input type="checkbox"/>	Oct 16, 9:00 AM	Focus time	<a href="#">🔗</a>

# All Done



## All done

Congratulations! You've successfully planned your time away.

Click "Go Back" to change your settings.



Go Back

# Other flows



Time away passed away



Change a time away



Cancel a time away

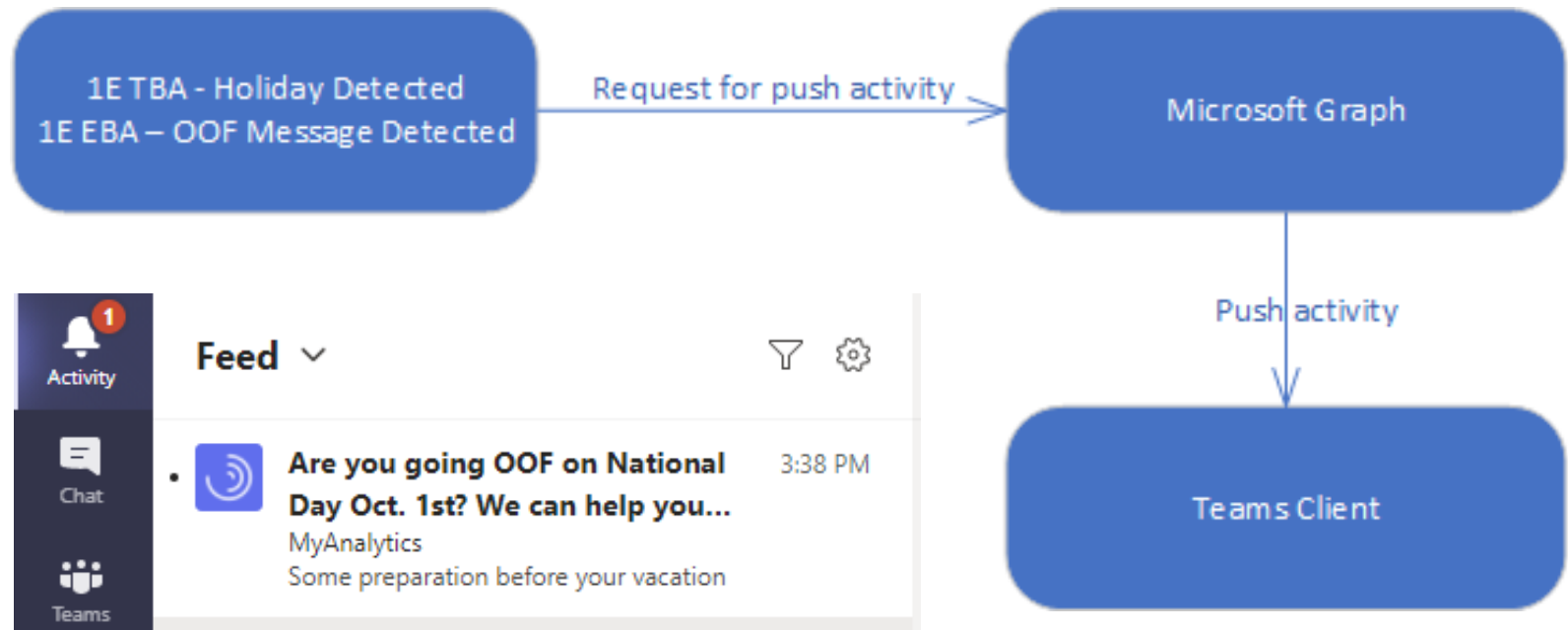


Time away conflicts



Log user actions

# Feed Activity



The background is white with two large teal geometric shapes. On the left, a teal triangle points towards the center. On the right, a teal trapezoid is positioned. The text 'Let's demo!' is centered between these shapes.

Let's demo!

## Future plans

Auto-reply Message in Teams [Need support from 1E]

Investigation of other entrance/trigger condition

Manager view: how many members in time away

.....

# THANK YOU!

## Q&A

Enmeng Liu ([t-eliu@microsoft.com](mailto:t-eliu@microsoft.com)) 10/14/2020