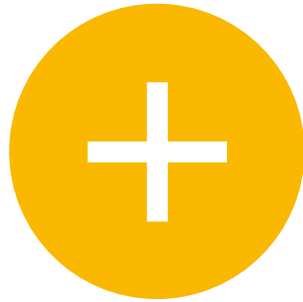# Time Away on Teams

Enmeng Liu (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
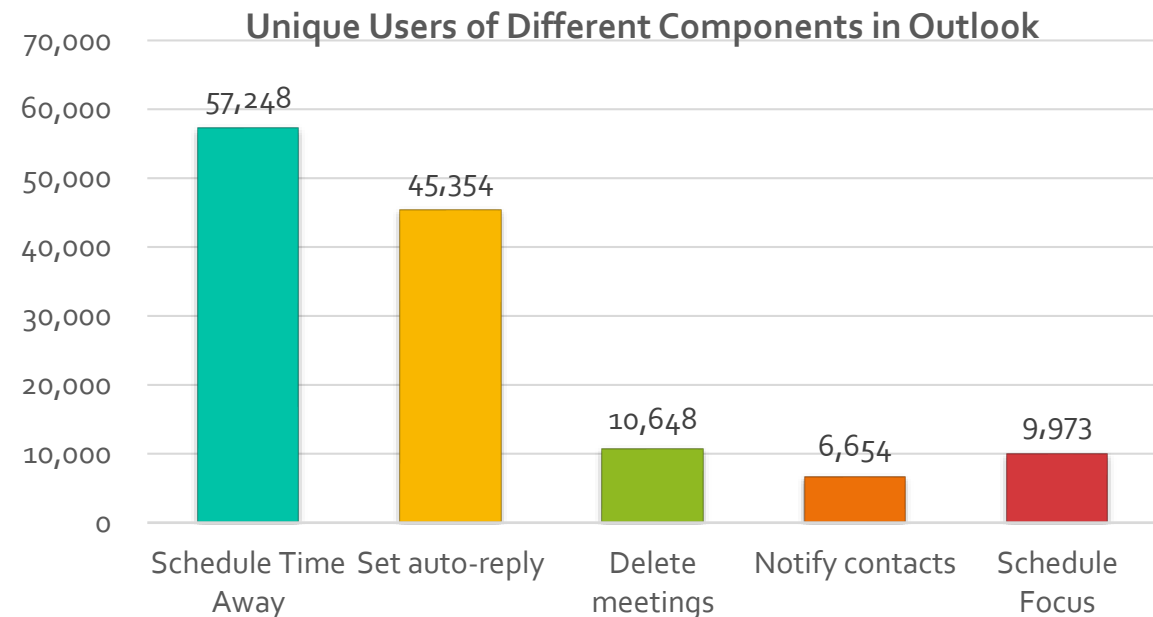
Introduction

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

Unique Users of Different Components in Outlook

Component	Value
Schedule Time Away	57,248
Set auto-reply	45,354
Delete meetings	10,648
Notify contacts	6,654
Schedule Focus	9,973

Introduction

5 pages

3 components

Non-blocking requests

Data synchronization

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"

Select Dates
When will you be out of office?

Please select the start and end date of your time away.

Start Date

When will it start?

End Date

When will it end?

Previous   Next

Introduction

5 pages

3 components

Non-blocking requests

Data synchronization

Tasks in background

No unnecessary waiting

Save user's time
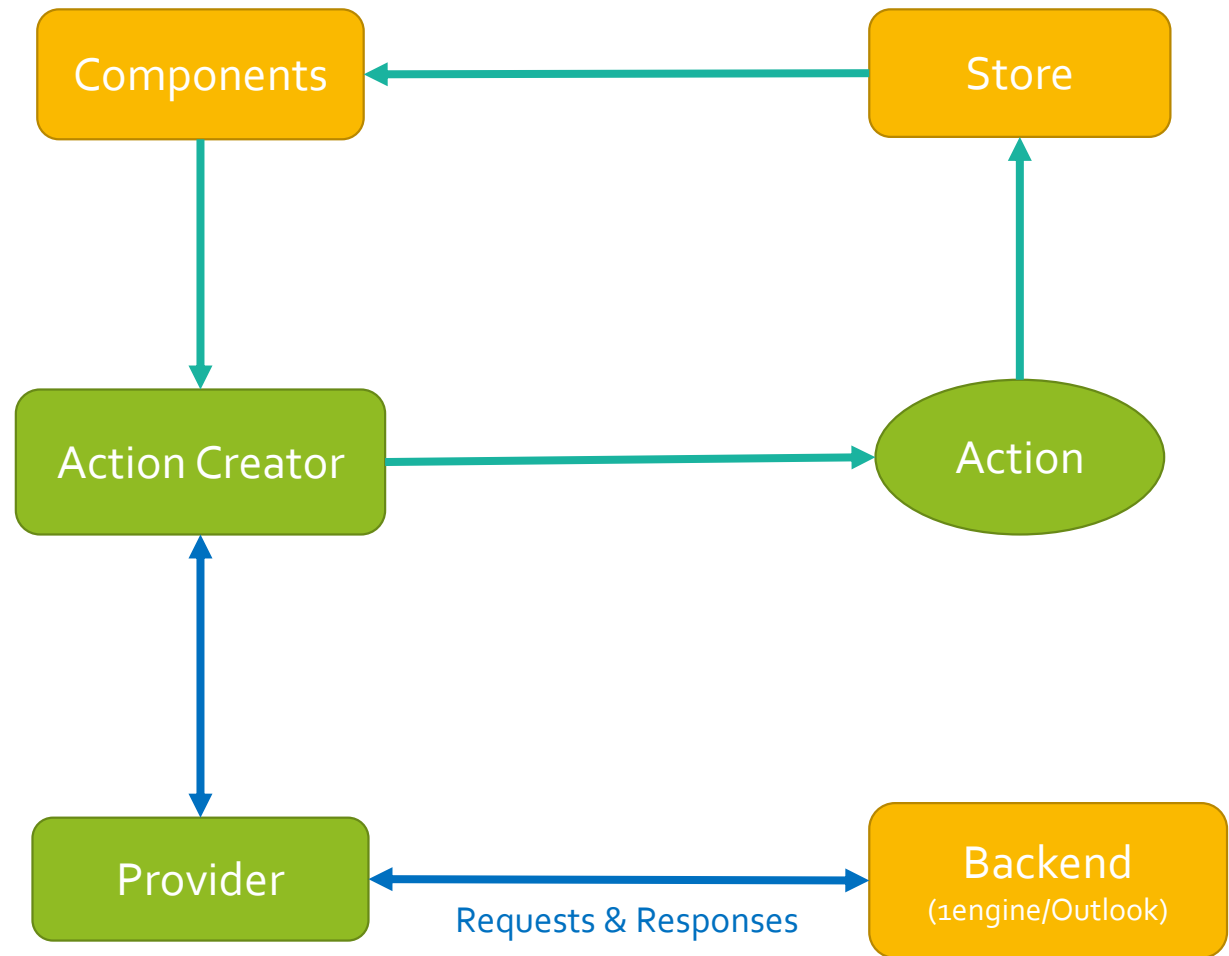
Introduction

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)

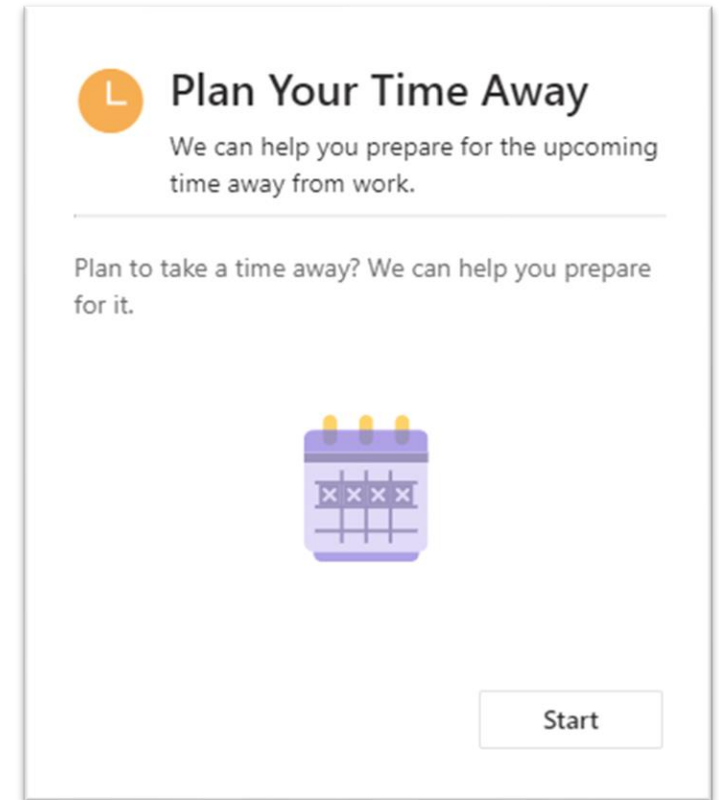- Automatic or manual refreshing: Refresh automatically every 5 minutes

Dataflow

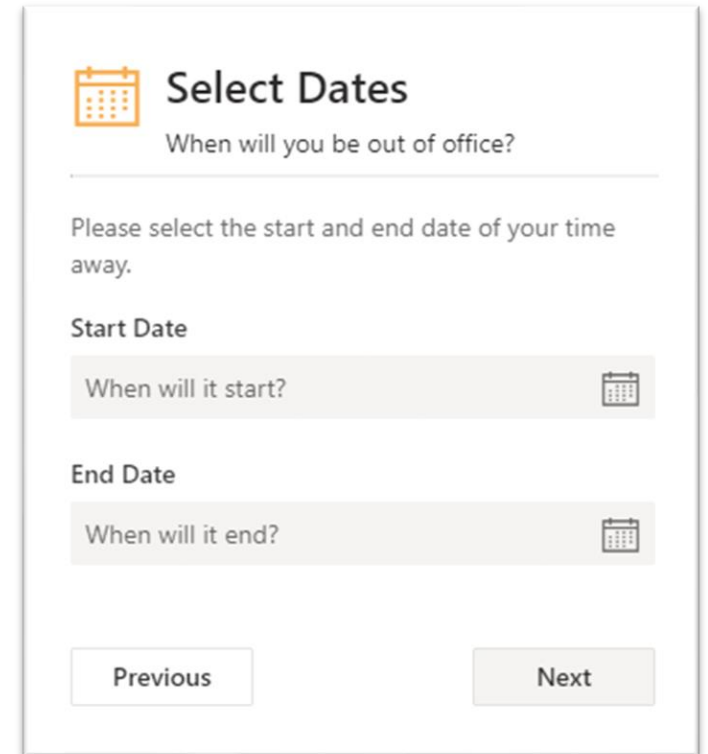# Scenario of Booking A Time Away

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)

Select Dates
When will you be out of office?

Please select the start and end date of your time away.

Start Date

When will it start?

End Date

When will it end?

Previous   Next

※ Fetch meetings

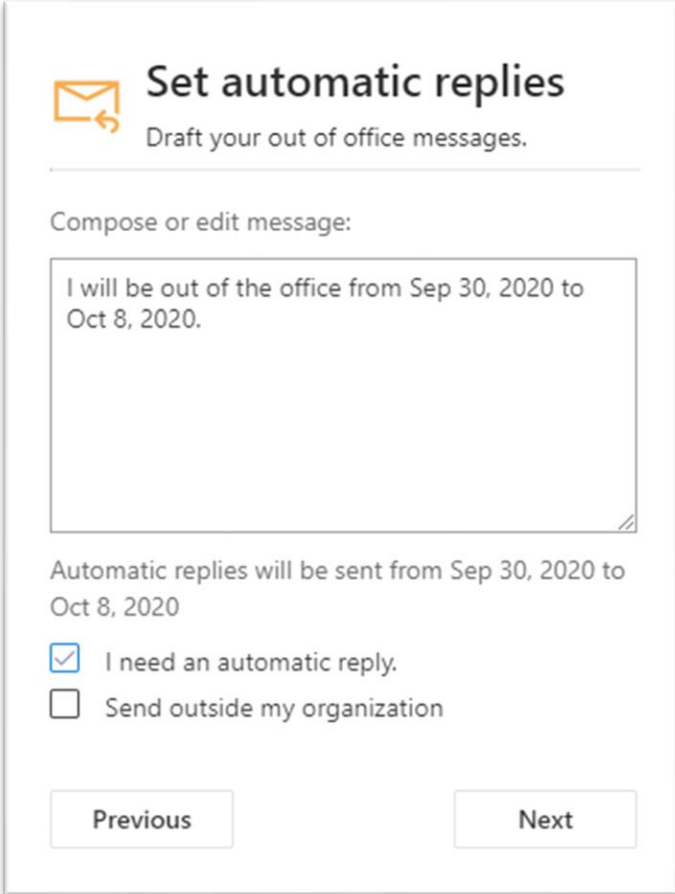- This request must be placed before the delete request (otherwise 404)
- Start time used in request = max(today, start date selected)

※ 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

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

- 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 ∪ organizer === {user}) ranks behind
  - time order

All Done

Other flows

Time away passed away

Change a time away

Cancel a time away

Time away conflicts

Log user actions

Feed Activity
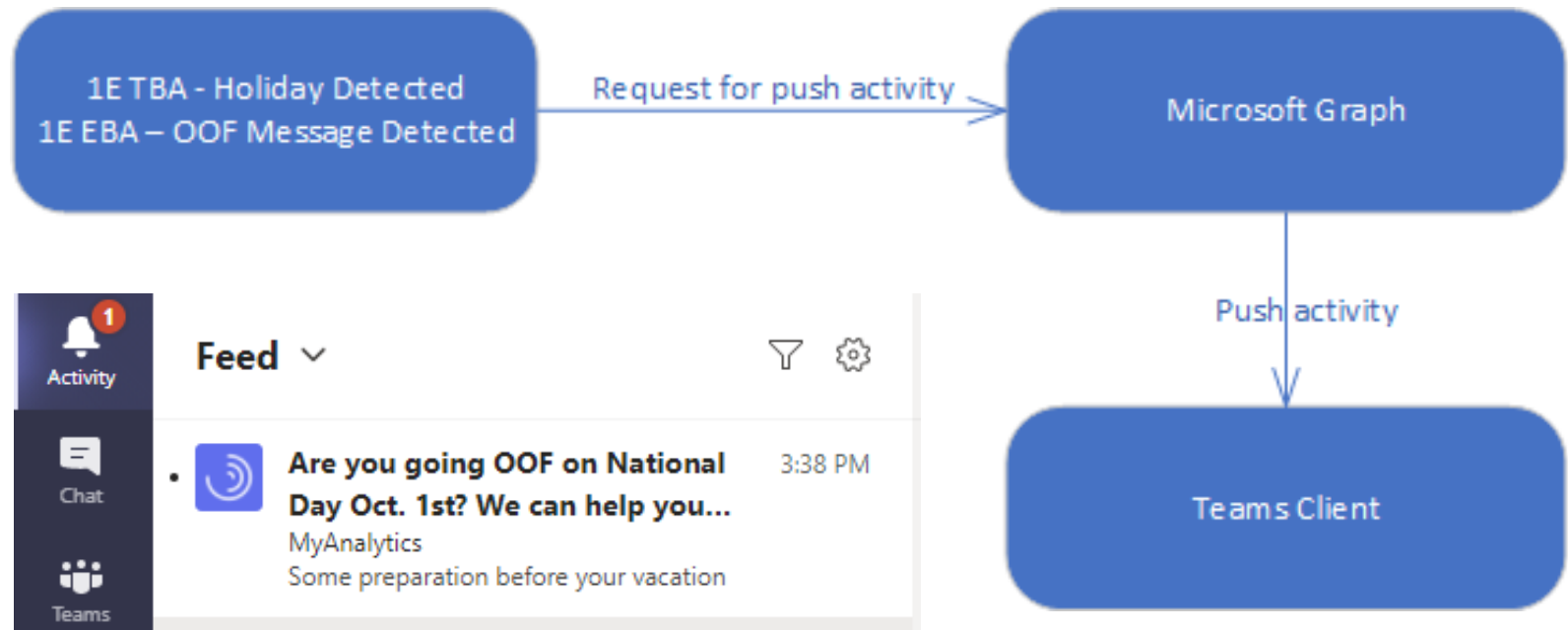
Let's demo!

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

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THANK YOU!
Q&A

Enmeng Liu (t-eliu@microsoft.com) 10/14/2020