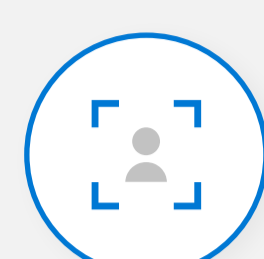


# Hybrid Meetings:

## Microsoft Teams Meetings

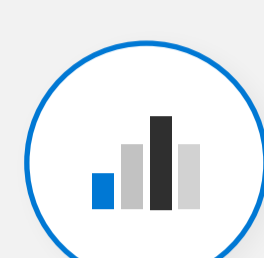
Microsoft innovations designed for hybrid work



### Employee Level

- How do I feel like I'm in the room, when I'm not?
- How do I benefit from being in the room?

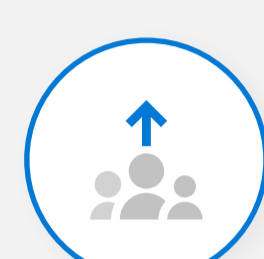
Give everyone a seat at the table with inclusive & immersive meeting experiences, no matter where you join from.



### Productivity Level

- How do I make everyone feel like they can contribute?
- How do I ensure that the flow of work isn't disrupted by time or place?

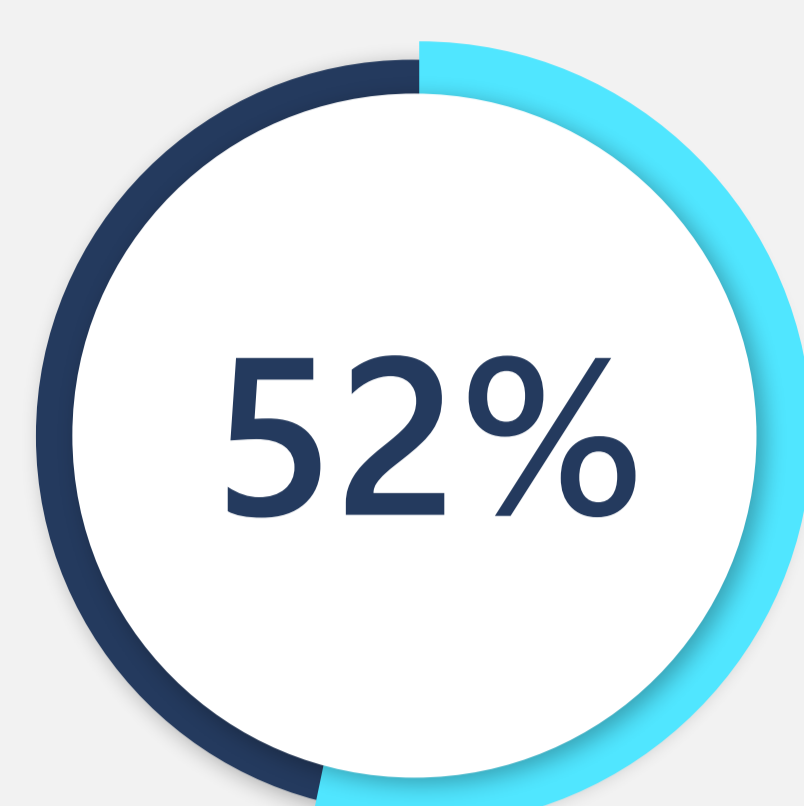
Stay in the loop before, during, and after meetings with M365 fluid components and Teams continuity across devices.



### Organizational Level

- How do I belong or identify with an organization, when I'm not in the office?
- How do I build team cohesion and collaboration during meetings, when my team is distributed in time and space?

Share and engage with your teammates in ways that feel natural and continuous, from live events to 1:1 chats.

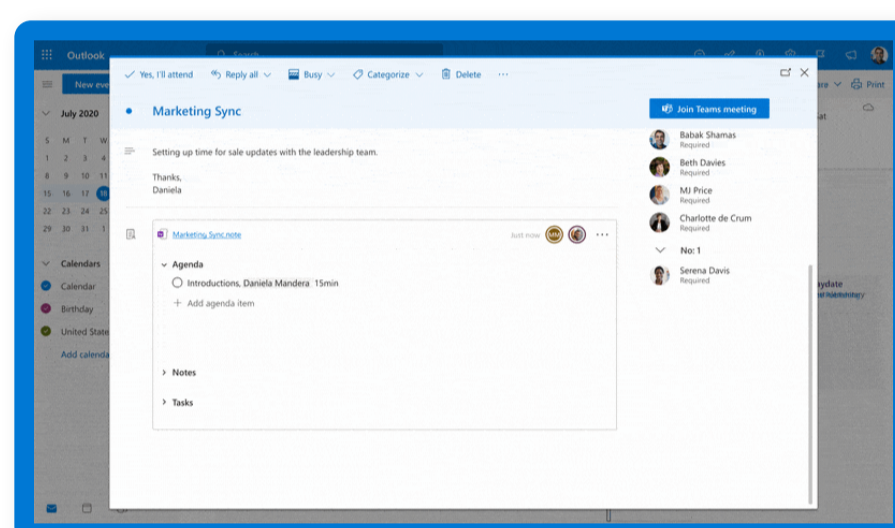


of people are likely to consider shifting to hybrid or remote work in the year ahead

## Stay in the flow before, during, and after the meeting

### Before

- Collaborate and align on the agenda ahead of the meeting with Loop components\*.



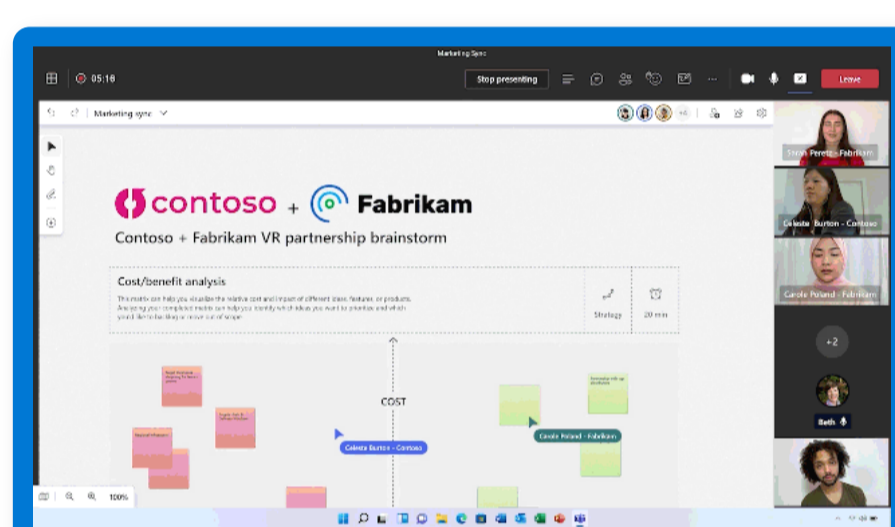
Collaborate on the agenda prior to the meeting so each meeting is effective.



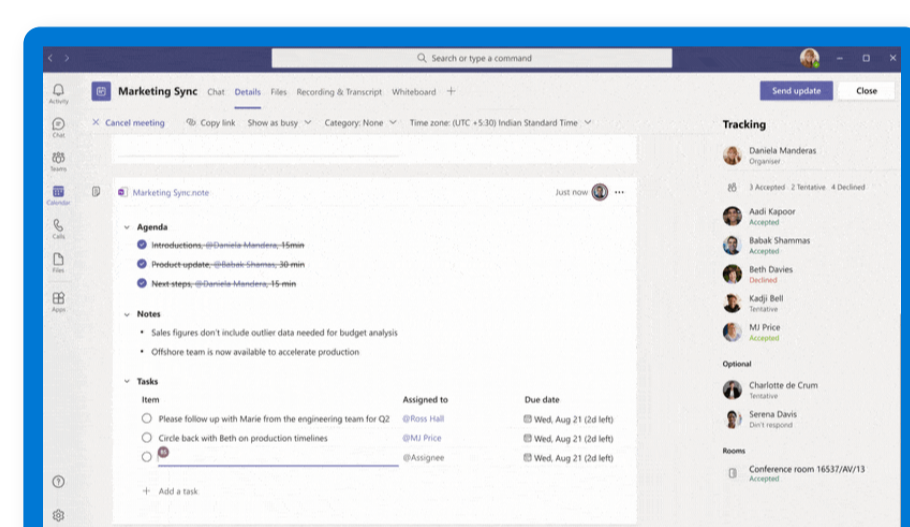
Collaborate simultaneously on notes and assign tasks in Teams or OneNote during the meeting.

### During

- Brainstorm together on a shared whiteboard\*.
- Collaborate on notes and assign tasks with Loop components\*.



Brainstorm and collaborate on the same digital canvas with the new Microsoft Whiteboard in Teams.

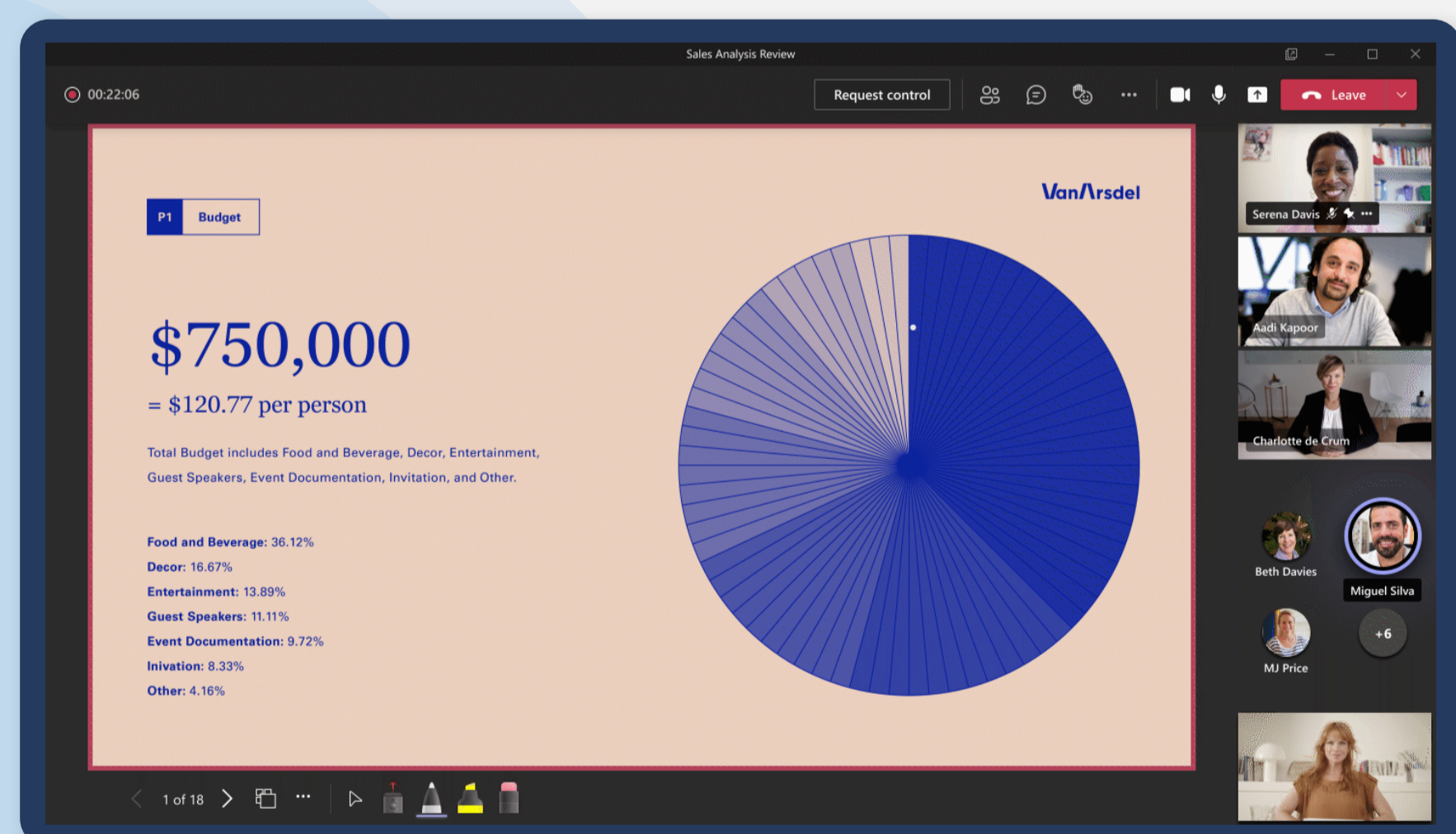


Meeting recap helps teams stay on track for both meeting participants and for those who were unable to attend.

### After

- Stay on track with meeting recap and easily access meeting notes and shared content\*.

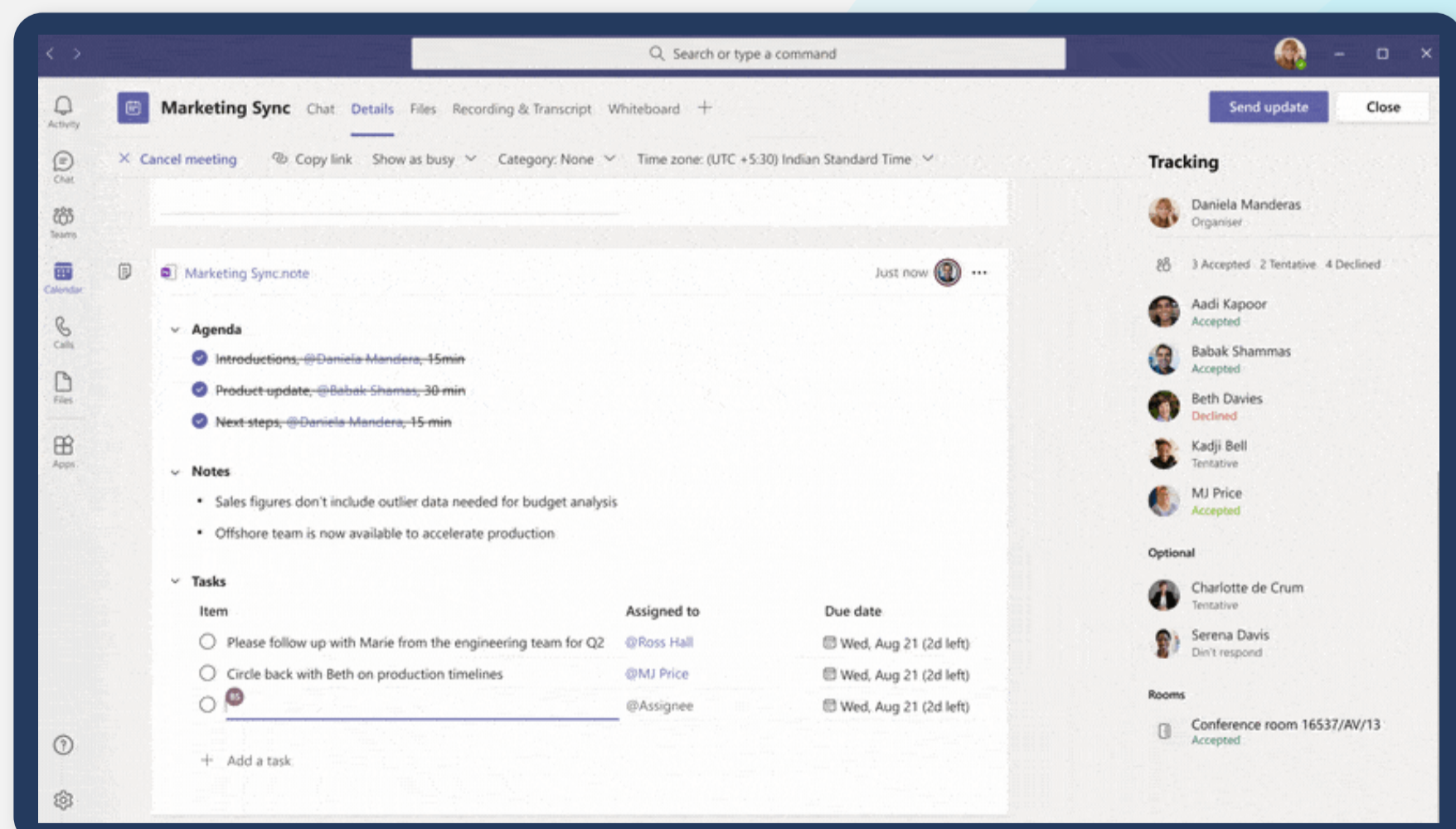
## Rich meeting experiences with Office + Teams



- Seamlessly collaborate across devices on newly updated **Microsoft Whiteboard\*** synchronously and asynchronously.
- Deliver effective presentations with **PowerPoint Live** in Microsoft Teams with notes, slides, meeting chat, and participants in a single view.
- Attendees navigate content at their own pace or use **slide translate** to see the presentation in their chosen language.
- Presenters can engage with their audience by drawing attention or clarifying certain sections of the PowerPoint deck using **inking** and **laser pointer**.

## Never miss a meeting, even if you missed the meeting\*

- As part of **meeting recap**, agenda, notes, and tasks are shared within the context of the meeting.
- Recordings, **transcripts**, and shared content are **automatically saved** for later reference.
- Continue to collaborate on **Loop components** (agenda, notes, tasks) after the meeting\*.



\*Expected to be available in 2022. Please check [Microsoft 365 roadmap](#) for latest availability.