



Accomplish more together in every meeting

Microsoft Teams Meetings





More online meetings than ever.



Helping people work together, no matter where or when work happens.

52% of people are likely to consider shifting to hybrid or remote work in the year ahead.

Source: [Microsoft Work Trend Index survey, 2022](#)



Microsoft Teams is more than meetings

Empower every person to feel seen, heard, and included in the conversation



On the Go



In the Office



At Home

Stay connected across the
spectrum of meeting types



1:1 Meetings and Calls <



Group Meetings >



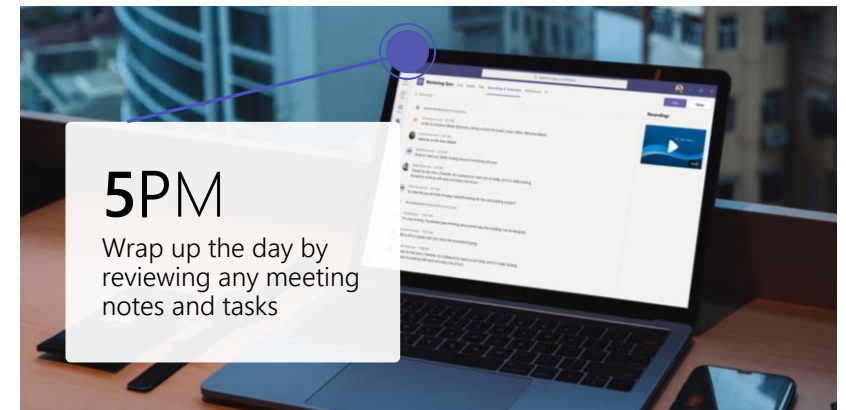
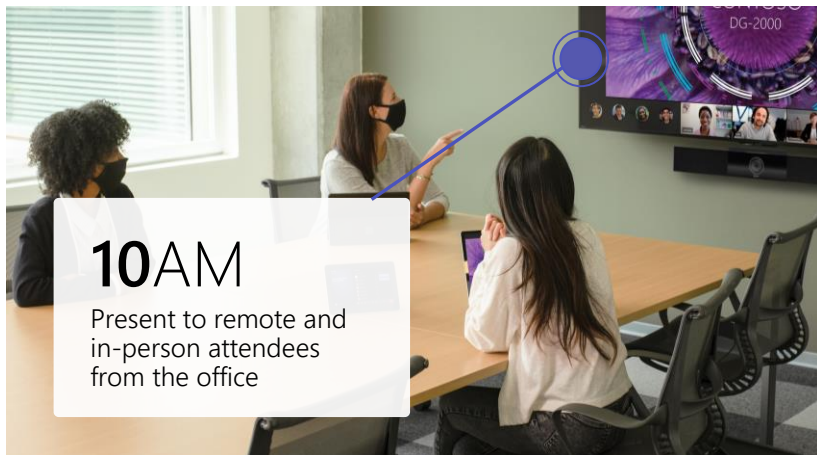
Events

Collaboration is
beyond what you see
in a meeting



Flexibility is here to stay – you can choose how to work

With Microsoft Teams, unwanted background noise can be reduced, collaboration is uncompromised, and participants can present with confidence



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

Before

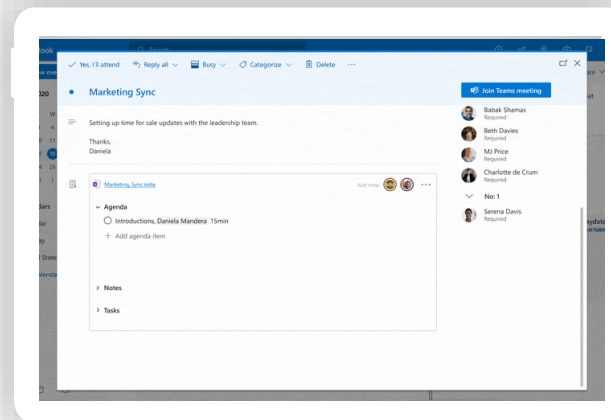
- Collaborate and align on the agenda ahead of the meeting with Loop components

During

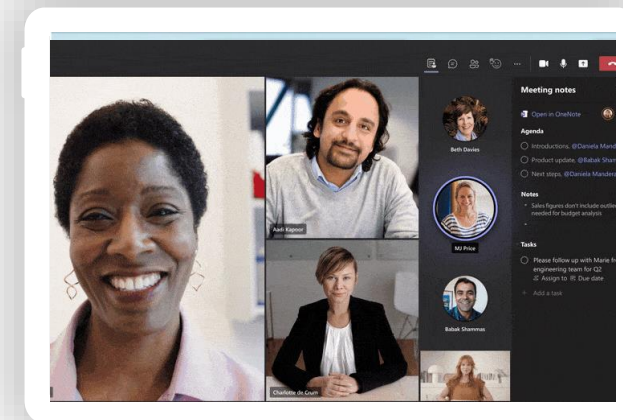
- Brainstorm together on a shared whiteboard
- Collaborate on notes and assign tasks with Loop components

After

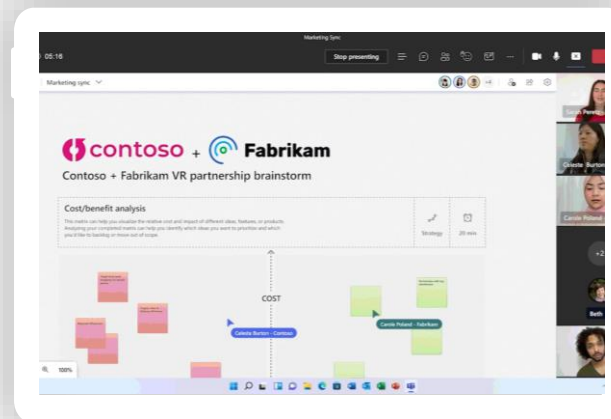
- Stay on track with meeting recap and easily access meeting notes and shared content



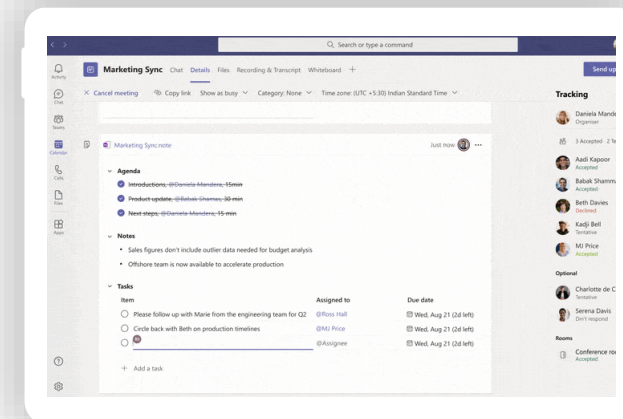
Collaborate on the agenda prior to the meeting so each meeting is effective.



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



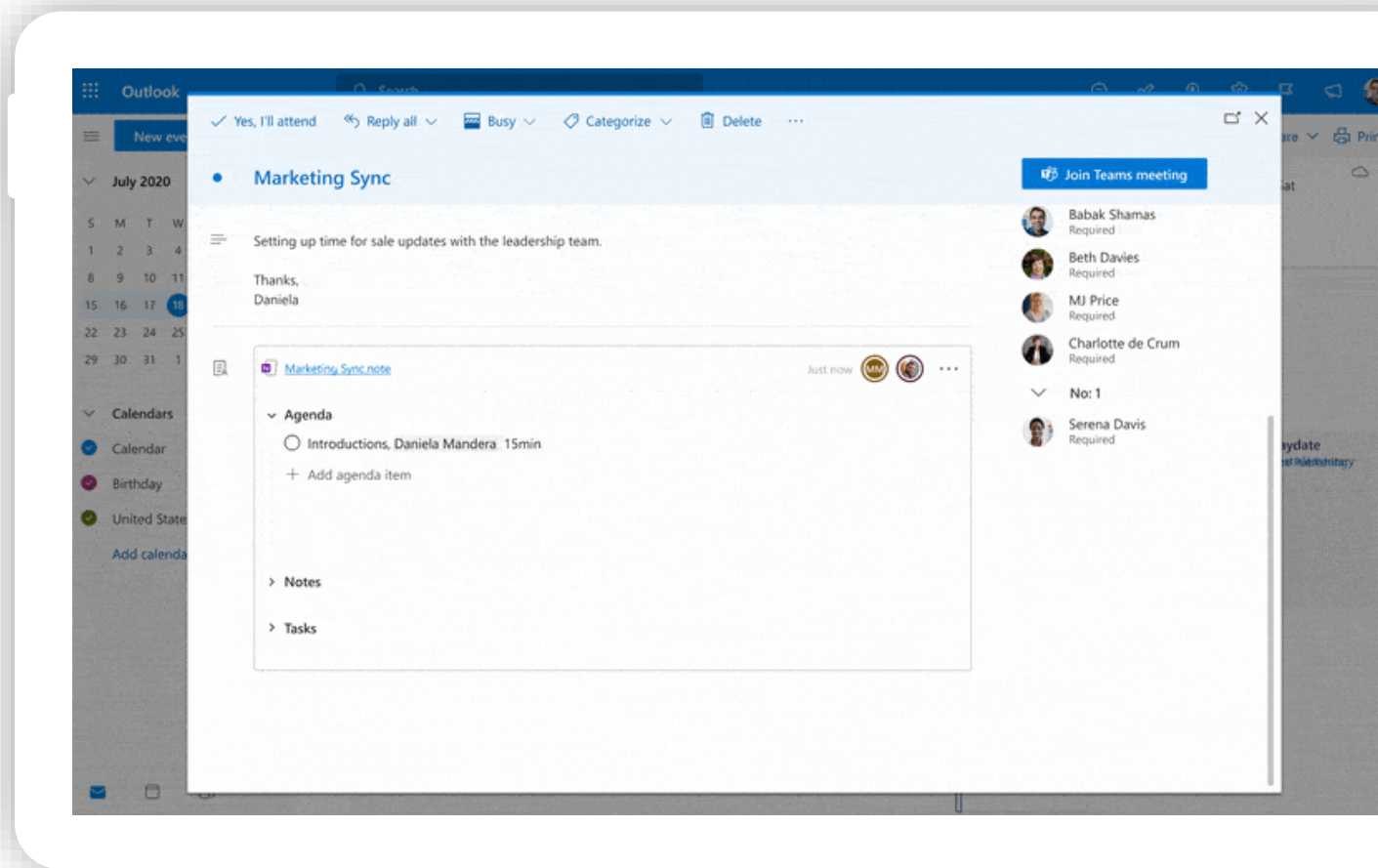
Brainstorm and collaborate on the same digital canvas with the new Microsoft Whiteboard in Teams.



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

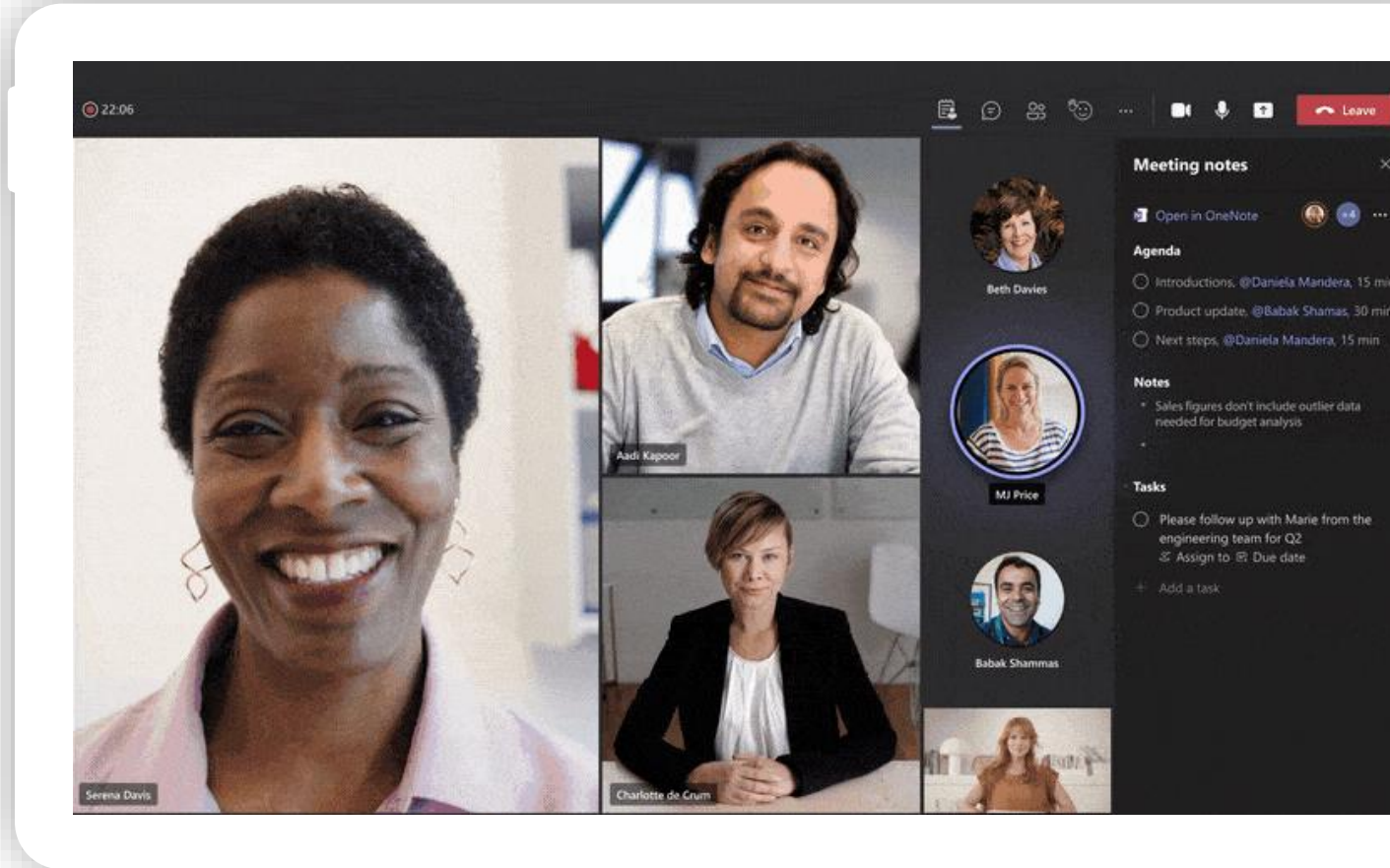
Collaborate before the meeting

- **Co-create** and align on the agenda, notes, and tasks before the meeting
- **Collaborate** synchronously and asynchronously across Teams and Office apps (Outlook, OneNote)
- Attendee information is one click away with **profile card**



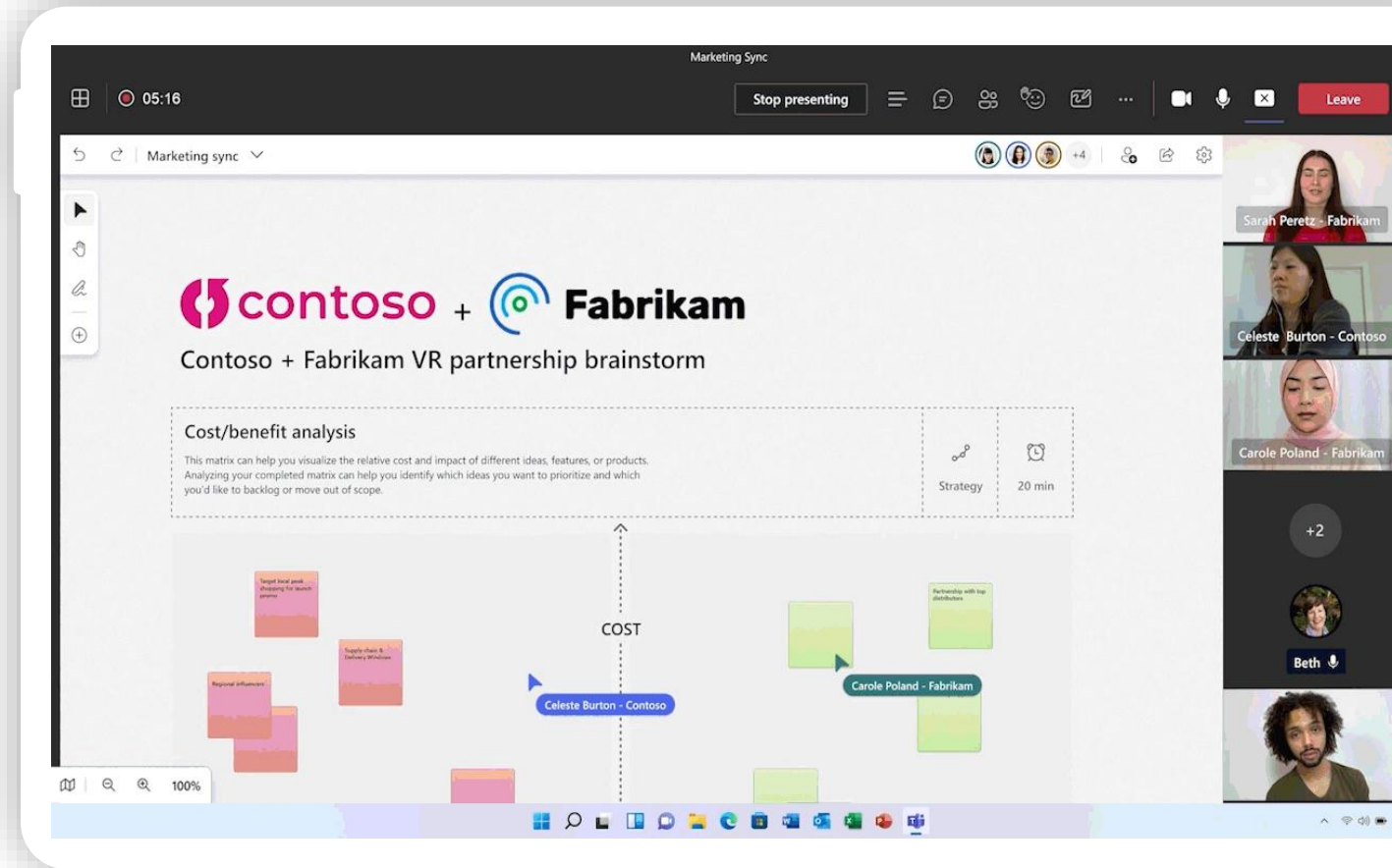
Collaborate on agenda, notes, and assign tasks during the meeting

- Easily follow the agenda within the meeting
- Co-create synthesized notes and assign tasks during the meeting
- Transcribe and Record the meeting for later reference
- All content is available after the meeting for attendees even if you couldn't attend



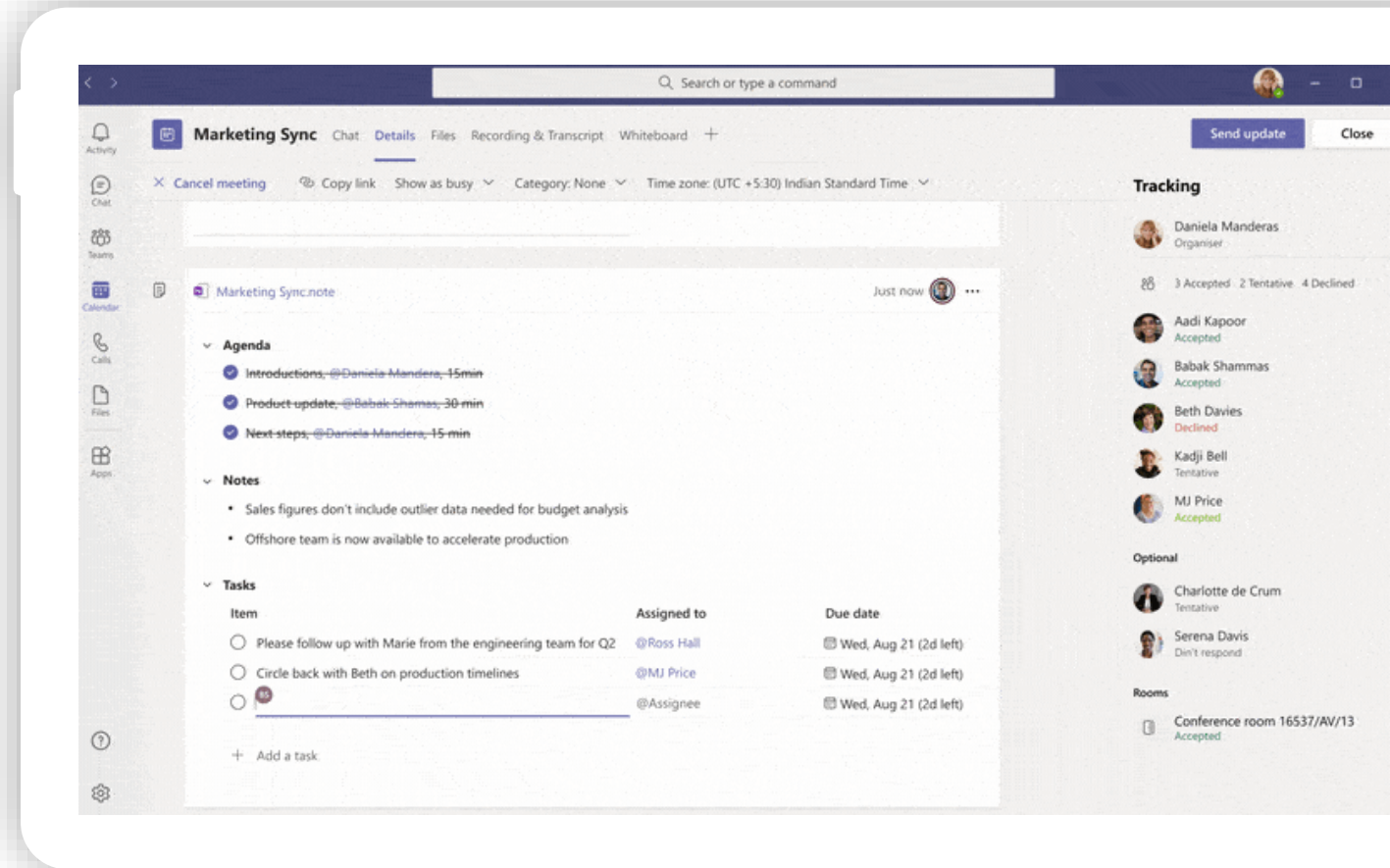
Microsoft Whiteboard in Teams helps attendees stay in the flow of hybrid meetings

- Attendees can collaborate on a shared digital canvas, before, during, and after the meeting
- Canvas automatically saves to the meeting Whiteboard tab
- Increase engagement and participation with new templates
- Available in Teams meetings for desktop, mobile, and on the web



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

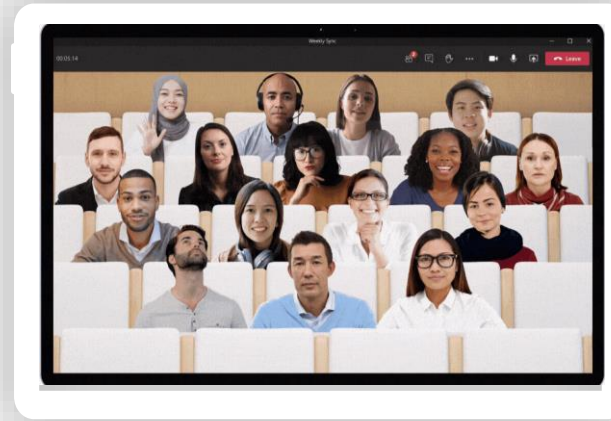




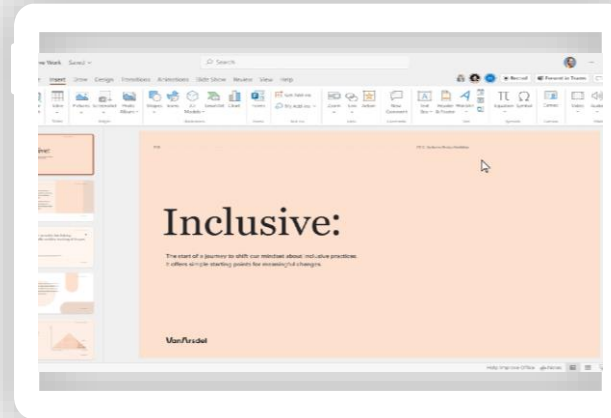
Create inclusive and engaging meeting experiences

- Feel connected and reduce meeting fatigue with **Together mode**
- Present with confidence using **PowerPoint Live with Microsoft Teams**
- Step up the production level of your presentation with **Presenter mode** or **Cameo**
- Optimize content and audience viewing with **Dynamic view**

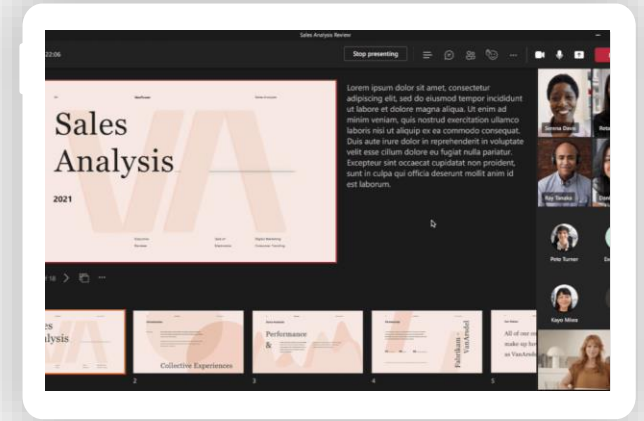
All features are currently available.
Please check [Microsoft 365 roadmap](#) for latest availability.



See everyone in one place, read non-verbal expressions, and feel more connected using Together mode.



Customize how video feed appears with content—and enhance personal connections—using Presenter mode or Cameo.



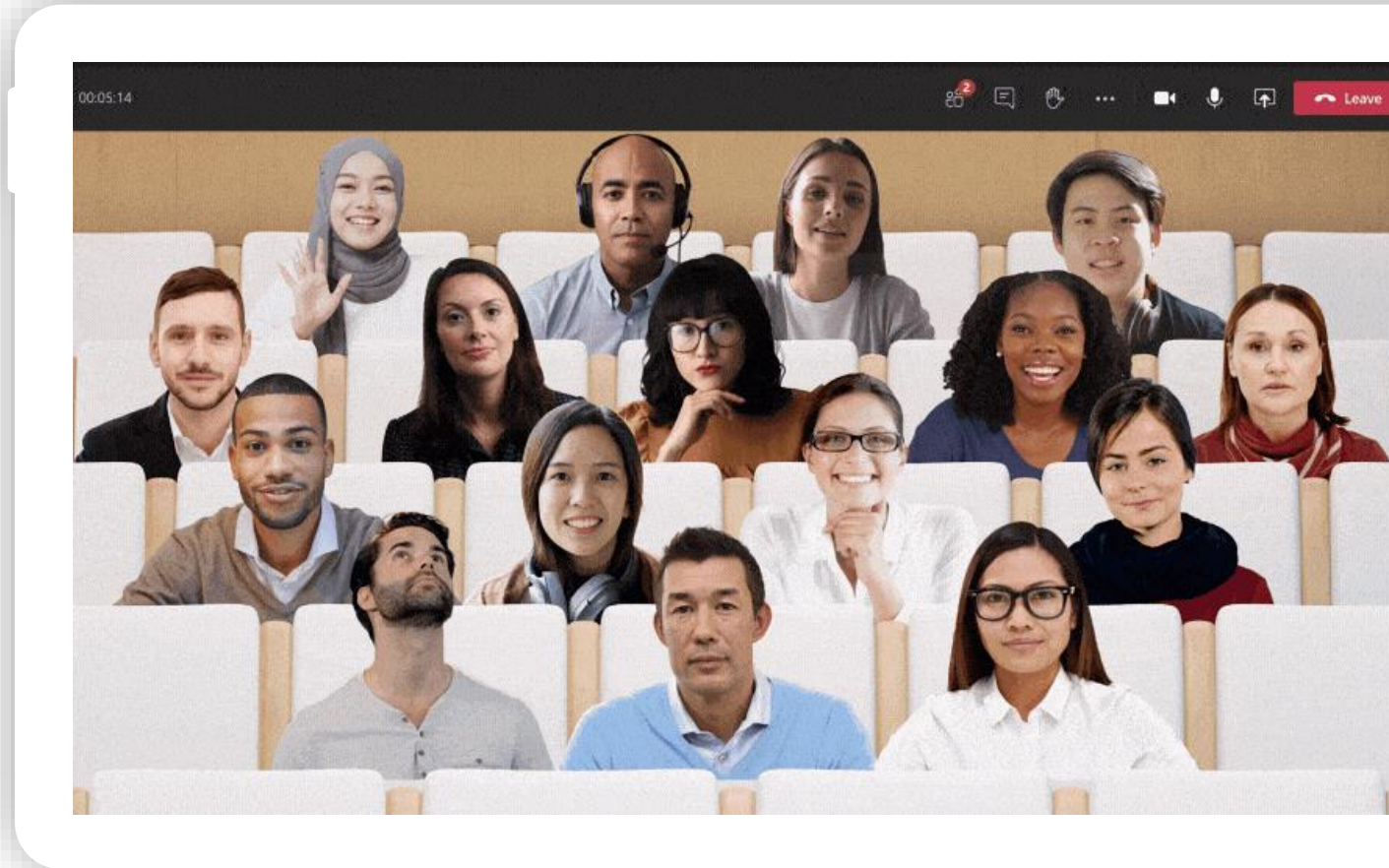
Confidently present with slides, notes, and chat all in one view with PowerPoint Live in Microsoft Teams.



Optimize screen layout that automatically adjusts as attendees join or present using Dynamic view.

Feel connected and reduce meeting fatigue with Together mode

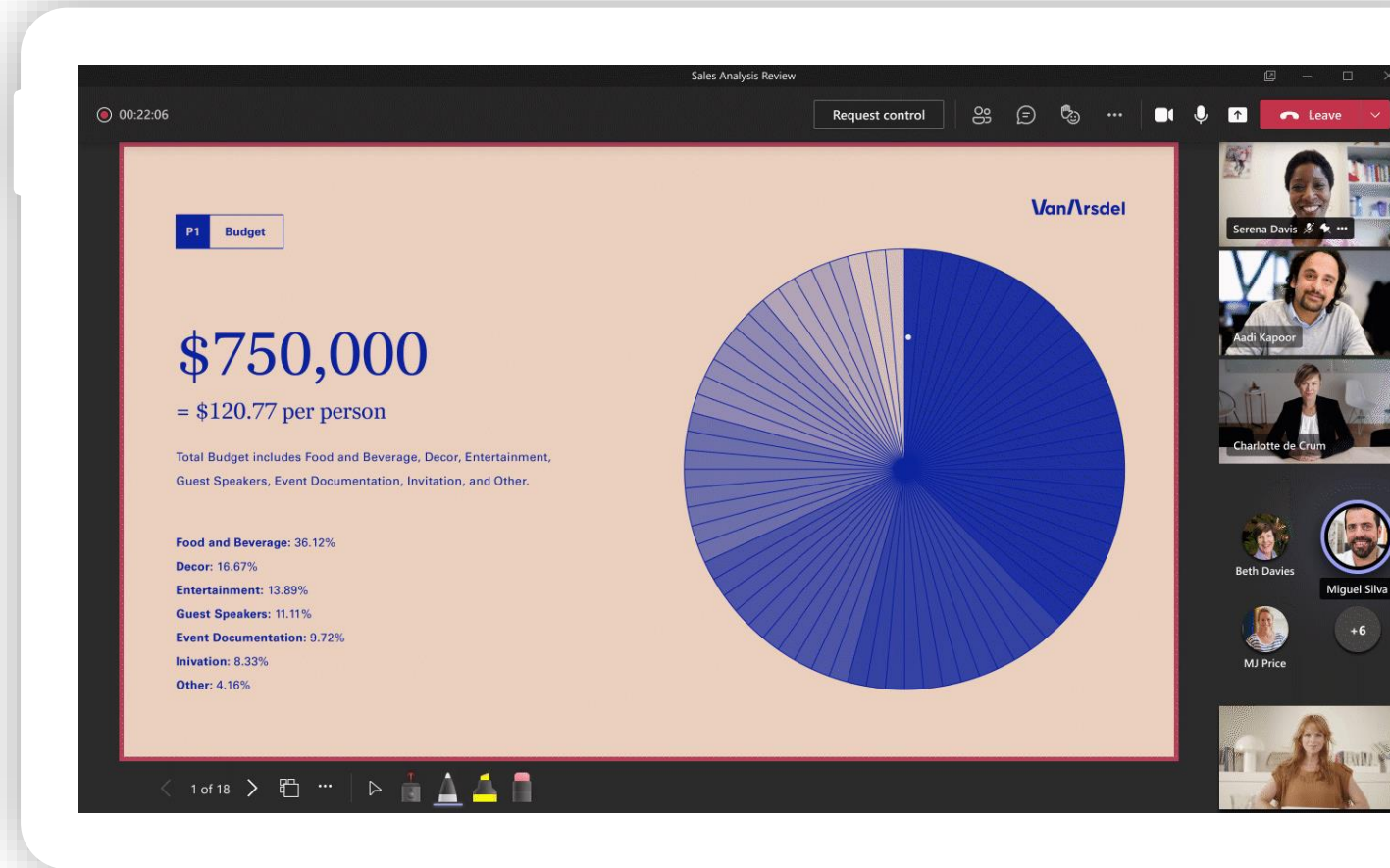
- AI segmentation technology digitally places participants in a shared background, making it feel like you're sitting in the same room with everyone else
- Easily pick up on non-verbal cues that are important to human interaction



Deliver effective presentations with PowerPoint Live in Microsoft Teams

- **Presenters** can now lead meetings more confidently with notes, slides, meeting chat, and participants in a single view
- **Laser Pointer** and **inking/annotations** lets the presenter draw attention to different parts of the presentation to help the audience follow along
- **Attendees** can personalize meeting experiences by navigating content at their own pace or using the screen reader to make content accessible
- **Slide Translate** allows attendees to see the presentation in their chosen language

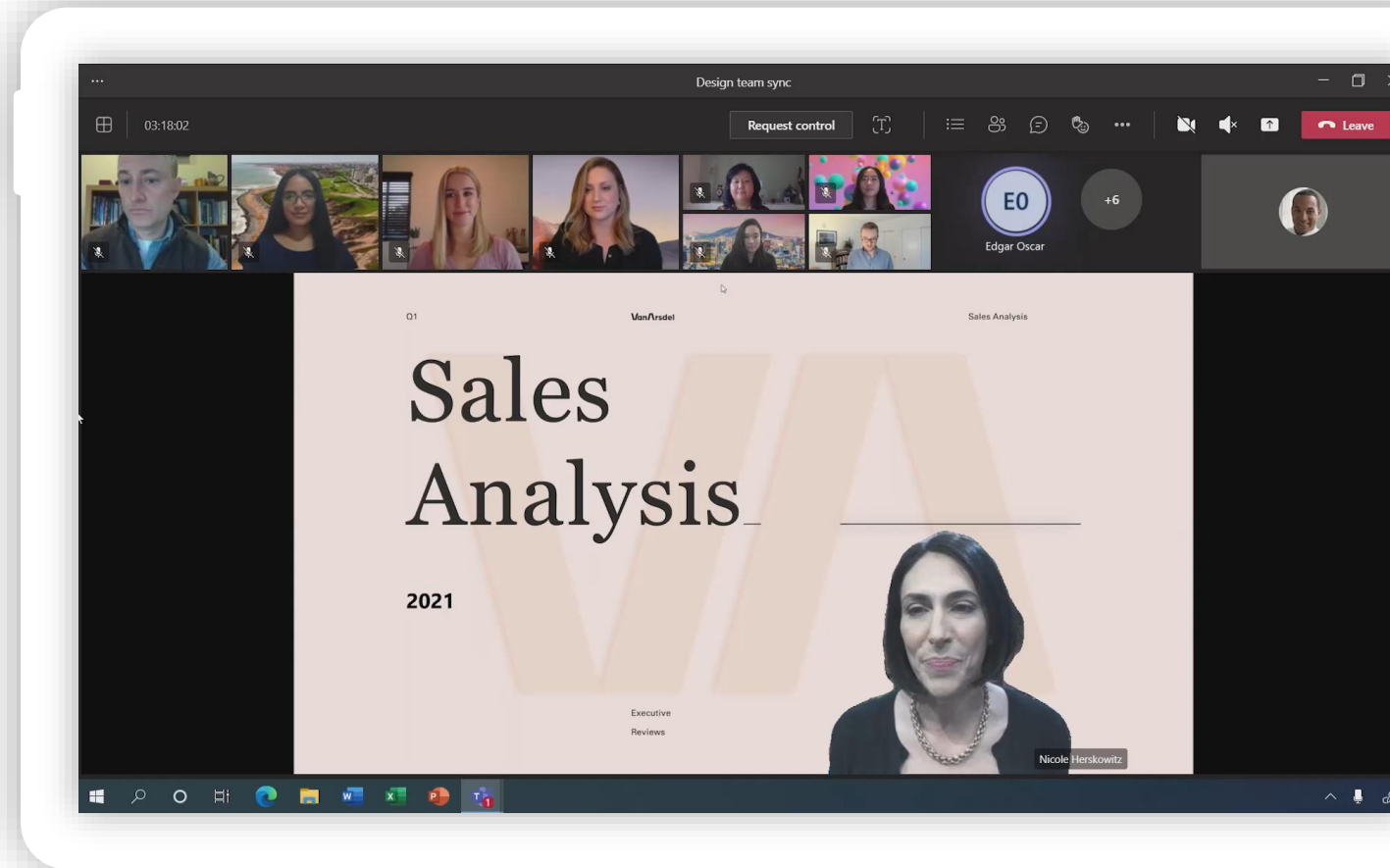
Not all features shown may be immediately available.
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Step up the production level of your presentation with Presenter mode

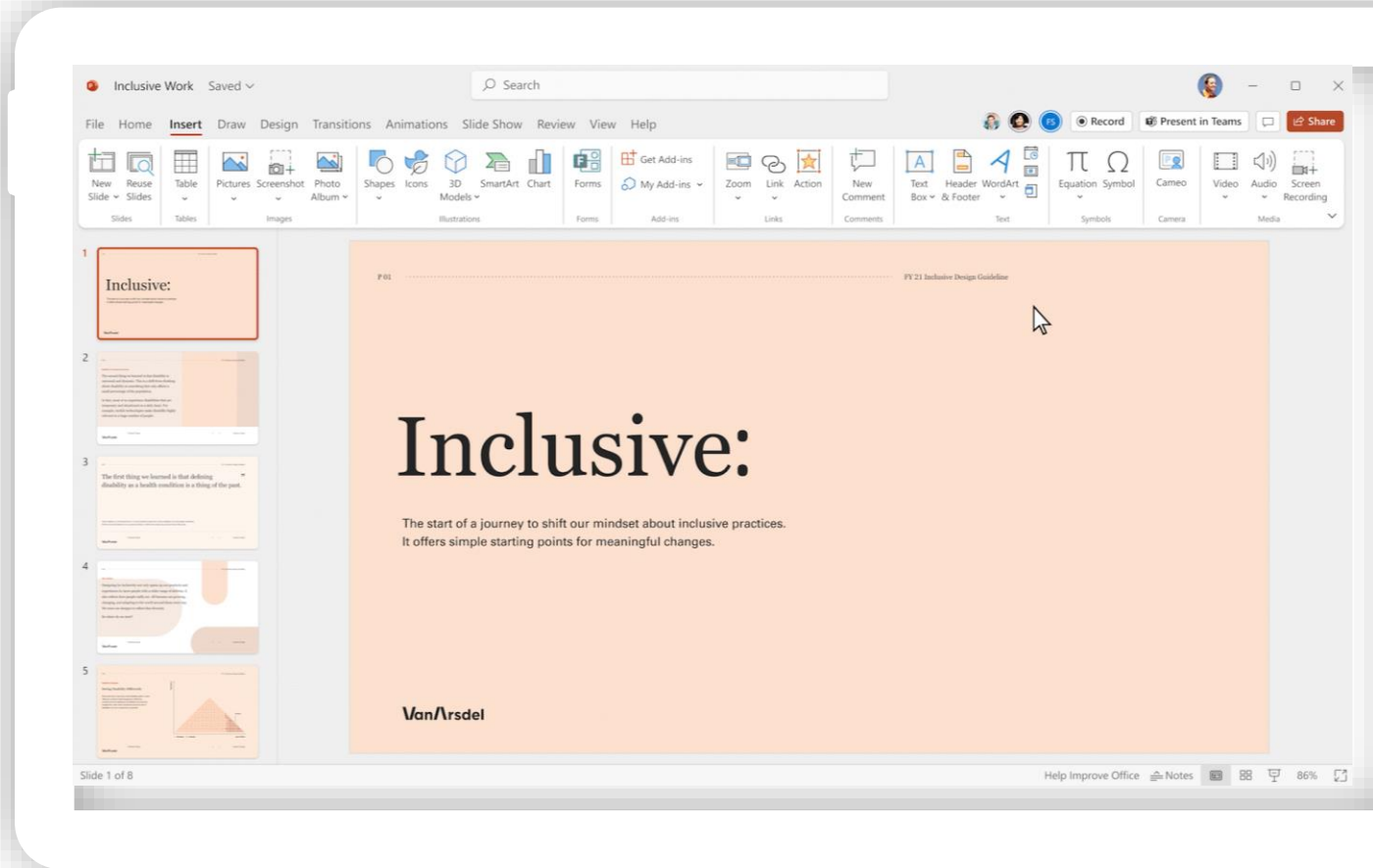
Presenter mode empowers the presenter to customize how their video feed and content appear to the audience.

- **Standout** shows the video feed in front of the shared content
- **Reporter** has content as a visual aid above the presenter's shoulder
- **Side-by-side** displays the video feed next to the presenter's content



Present seamlessly and speak confidently

- Create immersive remote presentations by seamlessly integrating with Teams camera feed and customizing how and where you appear on your slides with **Cameo**.
- Use the power of **cameo and recording studio*** in PowerPoint together to deliver an effective presentation that allows for asynchronous collaboration between presenters. When delivering the presentation using PowerPoint Live in Teams, it will appear as if all presenters are in the room together, allowing for flexibility when we're managing schedules and different time zones.
- Create an inclusive hybrid work culture with **speaker coach in Teams** that uses AI to privately share guidance on your pace, notify you if you are interrupting someone, and remind you to check in with your audience.



Optimize content and audience viewing with Dynamic view

Dynamic view arranges the elements of any meeting for an optimal experience.

- Placing the “gallery at top” so people appear at the top of the meeting window, enabling a more natural eye gaze with other participants
- The participant gallery also auto-adjusts when the meeting window is resized





Deliver more engaging virtual events like town halls, webinars, and broadcasts

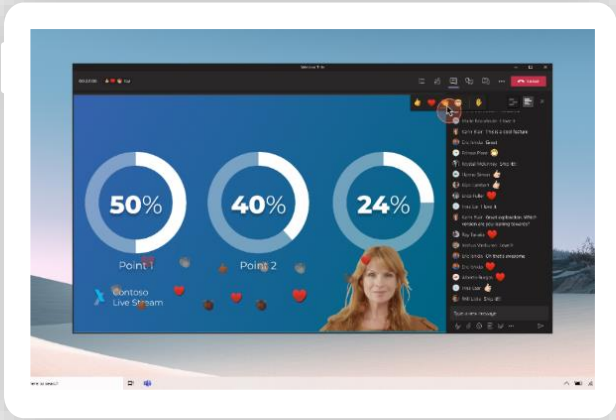
Create interactive events and seamless **scale events** from 10 up to 10,000* attendees

Support structured attendee management with **registration and automated email**

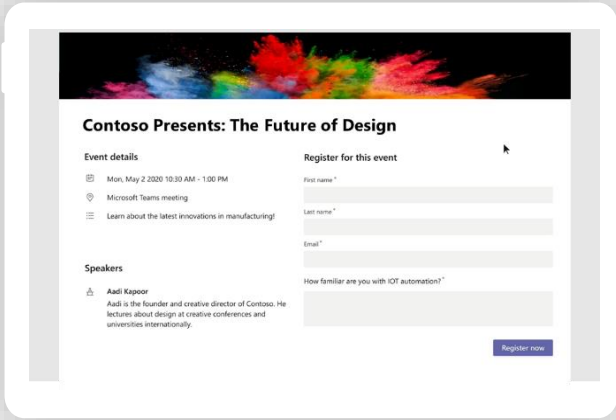
Add structure and control for events using **meeting controls** and **hard mute**

Provide engagement insights for event organizers and presenters in the **attendee reporting**

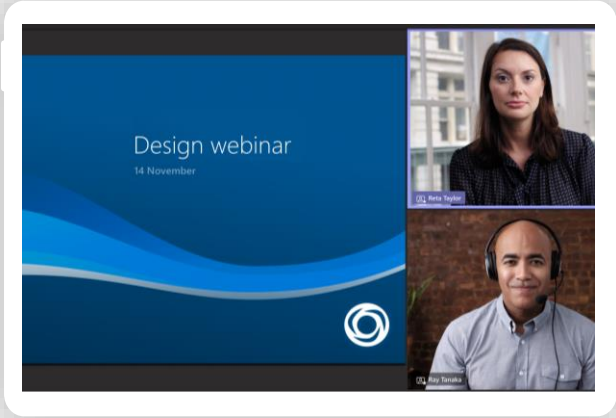
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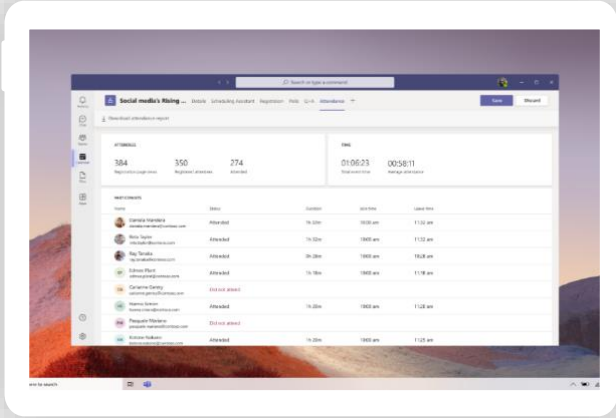
Seamless scale supports events from 10 to 10,000 attendees.



Registration and automated email support structured attendee management.



Structure and control for events for one-to-many engagement experiences.



Post-event reporting provides insights to better understand and learn from attendee engagement.

**During this time of increased remote work, take advantage of even larger 20,000-person broadcasts through June 30, 2022.*



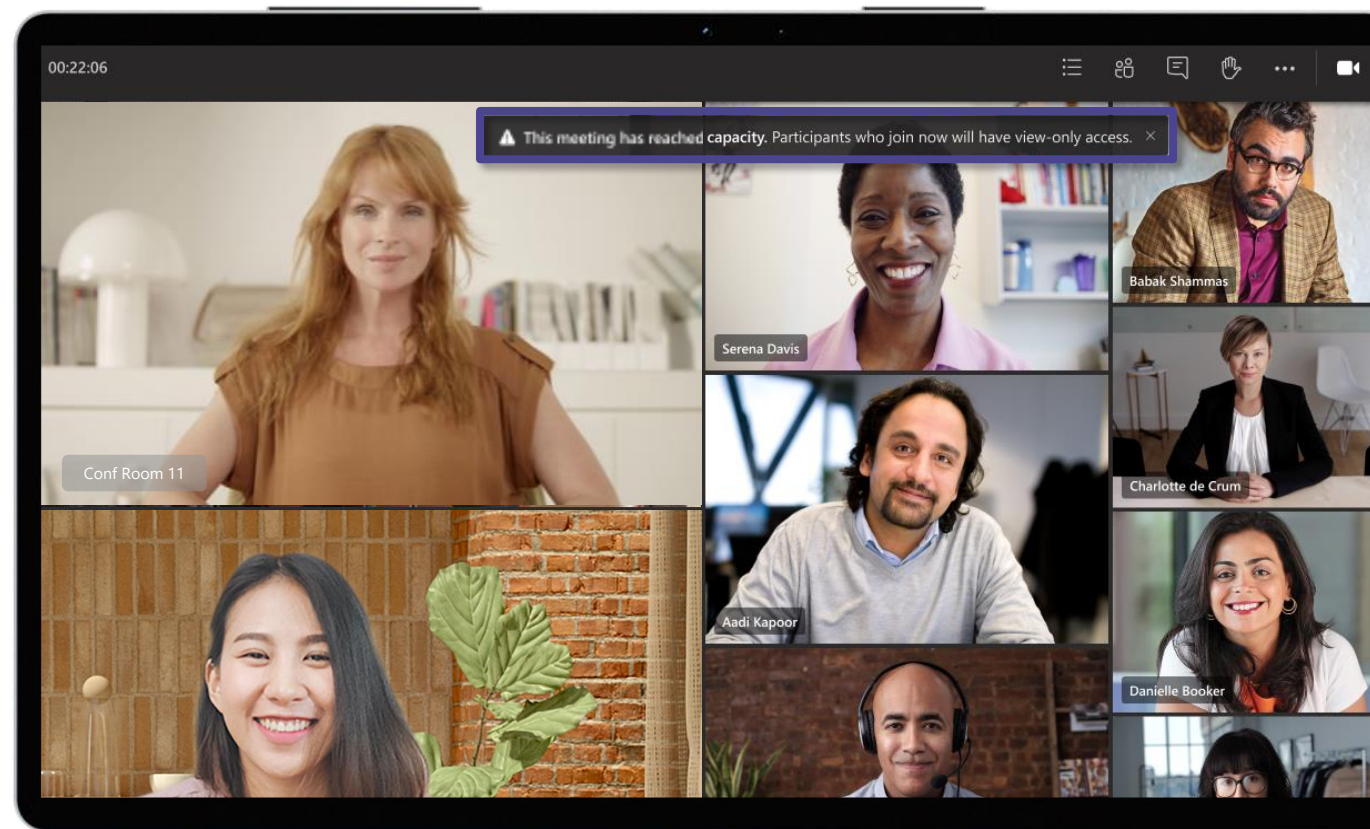
Optimize experience and reach for up to 10,000 attendees*

Host 1,000 attendees with full interactivity, including polls, video sharing, and reactions

Broadcast up to 10,000 attendees with a view-only experience to minimize interruptions

During this time of increased remote work, take advantage of even larger 20,000-person broadcasts through the end of this year

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1,000-person interactive meeting

10,000-person view-only broadcast

**During this time of increased remote work, take advantage of even larger 20,000-person broadcasts through June 30, 2022.*



Customize registration and send automated email confirmations

Create an attendee registration page to better manage attendance before and after the event

Add custom questions to help gather additional information at the point of registration

Send automated confirmation email and calendar invitation to support structured attendee management

The screenshot shows a registration page for an event titled "Contoso Presents: The Future of Design". The page has a header image of colorful powder. Below the header, the event details are listed: "Mon, May 2 2020 10:30 AM - 1:00 PM", "Microsoft Teams meeting", and "Learn about the latest innovations in manufacturing!". To the right, there is a registration form with fields for "First name", "Last name", and "Email", each followed by a text input box. Below these fields is a question "How familiar are you with IOT automation?" followed by a text input box. A "Register now" button is located at the bottom right of the form. On the left side of the page, under the heading "Event details", there is a section for "Speakers" featuring a speaker icon, the name "Aadi Kapoor", and a brief bio: "Aadi is the founder and creative director of Contoso. He lectures about design at creative conferences and universities internationally."

Contoso Presents: The Future of Design

Event details

- Mon, May 2 2020 10:30 AM - 1:00 PM
- Microsoft Teams meeting
- Learn about the latest innovations in manufacturing!

Register for this event

First name *

Last name *

Email *

How familiar are you with IOT automation? *

Speakers

Aadi Kapoor
Aadi is the founder and creative director of Contoso. He lectures about design at creative conferences and universities internationally.

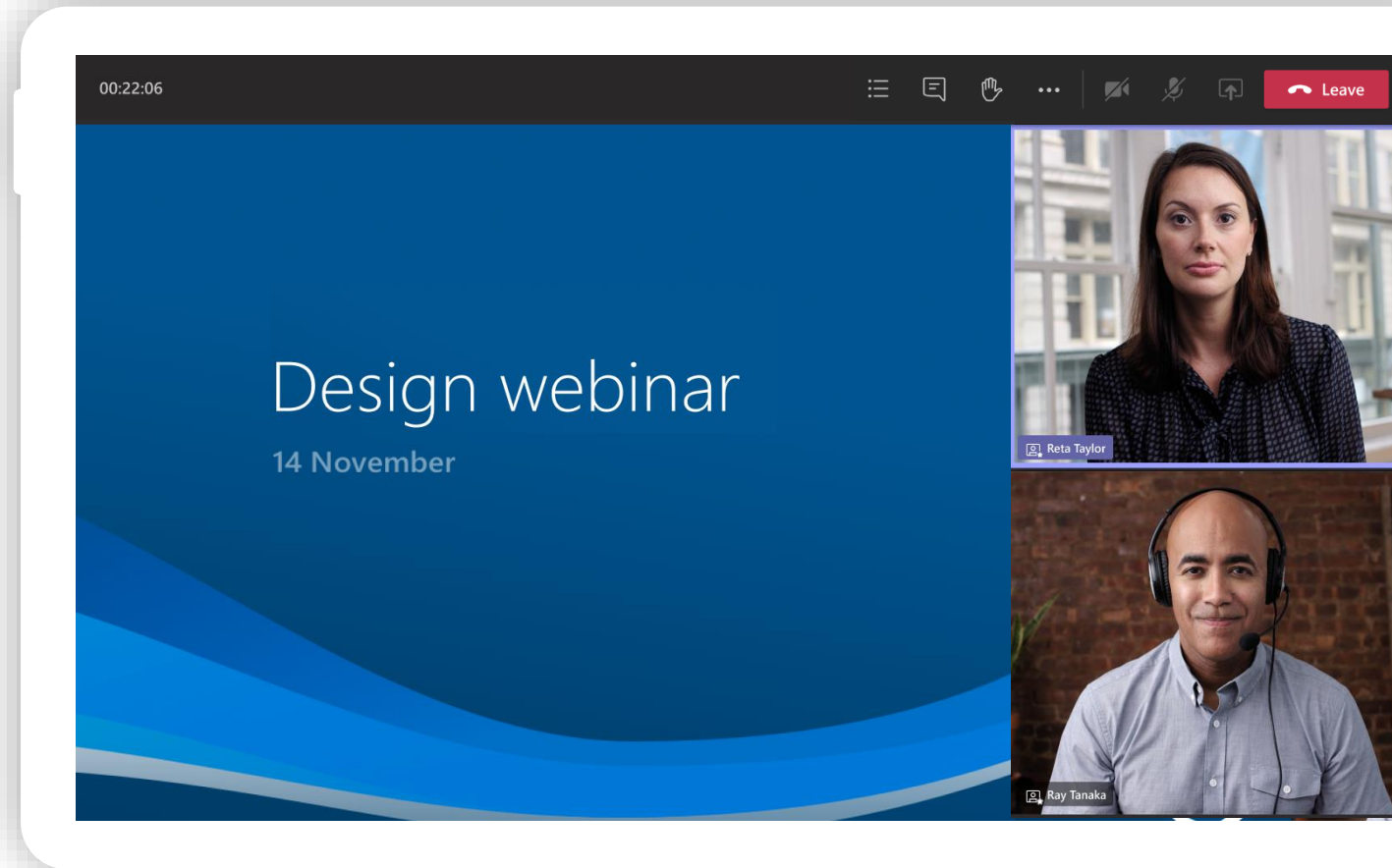
[Register now](#)

More structure and control for events

Assign roles for presenters and attendees to manage meeting controls

Disable chat for meetings that only require video and audio for attendee participation

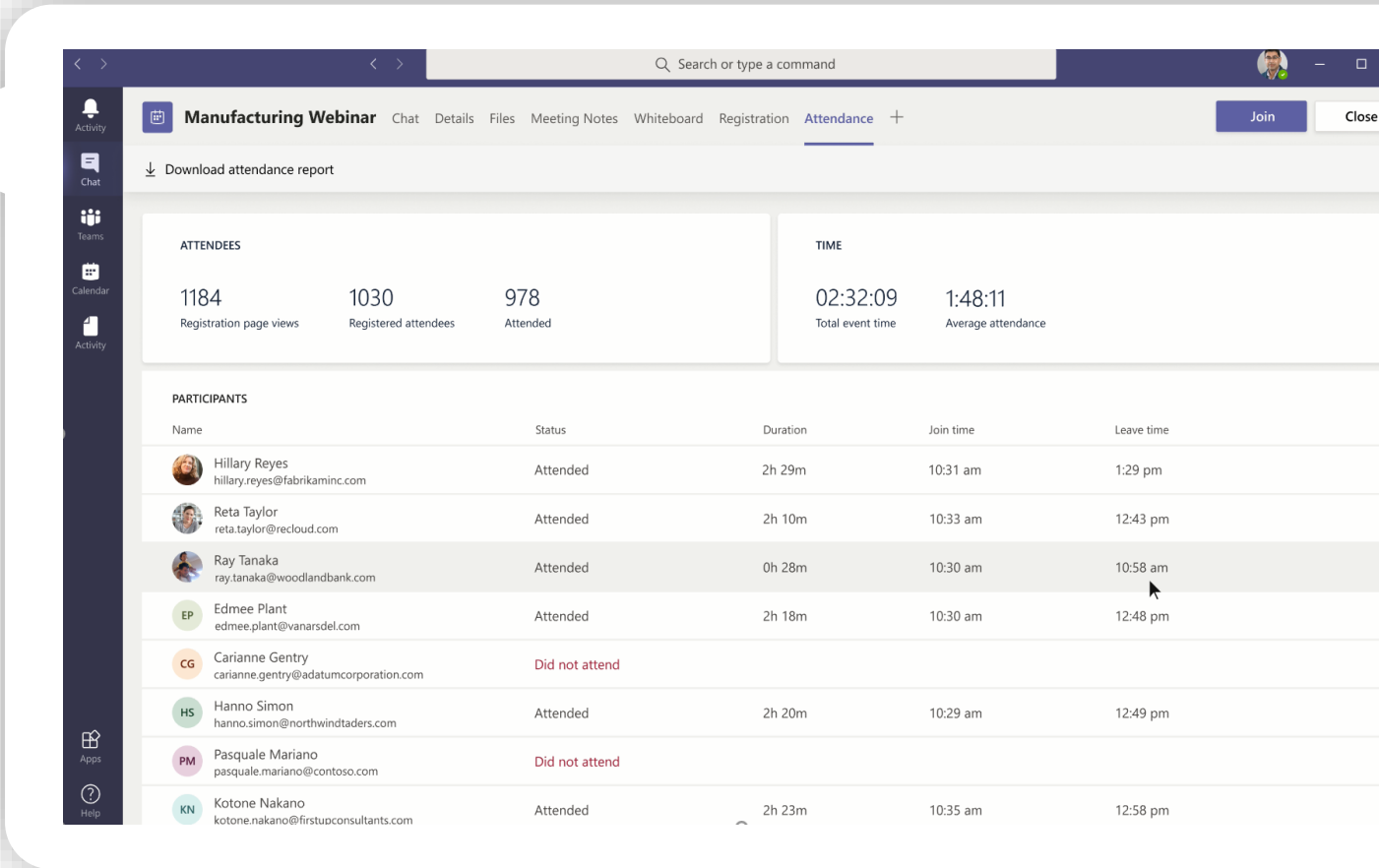
Create a one-to-many experience with the option to mute participants and chat during the presentation



Attendee reporting to measure participation

Presenters and organizers can easily view attendance and interactions during the event

Download reporting to share data into marketing automation and CRM tools











Manufacturing Webinar Chat Details Files Meeting Notes Whiteboard Registration **Attendance** +

Download attendance report

ATTENDEES			TIME	
1184	1030	978	02:32:09	1:48:11
Registration page views	Registered attendees	Attended	Total event time	Average attendance

PARTICIPANTS

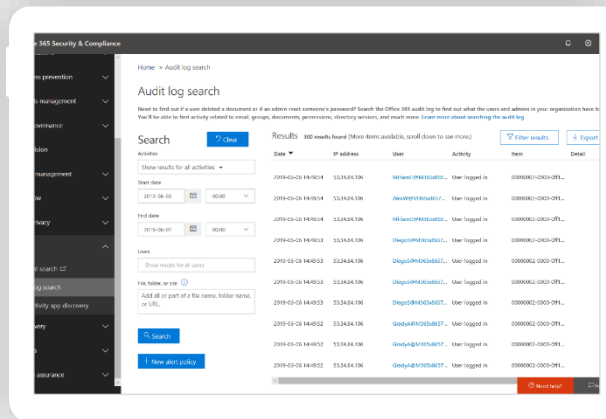
Name	Status	Duration	Join time	Leave time
 Hillary Reyes hillary.reyes@fabrikaminc.com	Attended	2h 29m	10:31 am	1:29 pm
 Reta Taylor reta.taylor@reclound.com	Attended	2h 10m	10:33 am	12:43 pm
 Ray Tanaka ray.tanaka@woodlandbank.com	Attended	0h 28m	10:30 am	10:58 am
 Edmee Plant edmee.plant@vanarsdel.com	Attended	2h 18m	10:30 am	12:48 pm
 Carianne Gentry carianne.gentry@adatumcorporation.com	Did not attend			
 Hanno Simon hanno.simon@northwindtaders.com	Attended	2h 20m	10:29 am	12:49 pm
 Pasquale Mariano pasquale.mariano@contoso.com	Did not attend			
 Kotone Nakano kotone.nakano@firstusconsultants.com	Attended	2h 23m	10:35 am	12:58 pm



Rely on enterprise-grade security, performance, and management

- Rely on advanced security, compliance, and management capabilities in **Microsoft 365**
- Reduce background sounds with **AI-based noise suppression**
- Enhance audio and video quality with **AI-based, audio-based codecs**
- Actionable IT insights with **Teams Quality Dashboard**

Not all features shown may be immediately available.
Please check [Microsoft 365 roadmap](#) for latest availability.



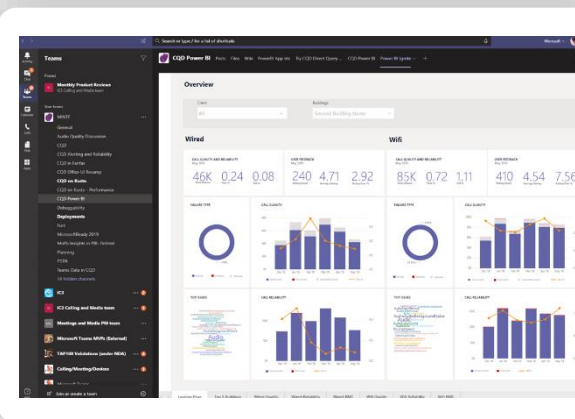
Manage individual and organization-wide security, compliance, and privacy settings all in one place.



AI-based codecs help ensure your message is clear, even through low bitrates and packet loss.



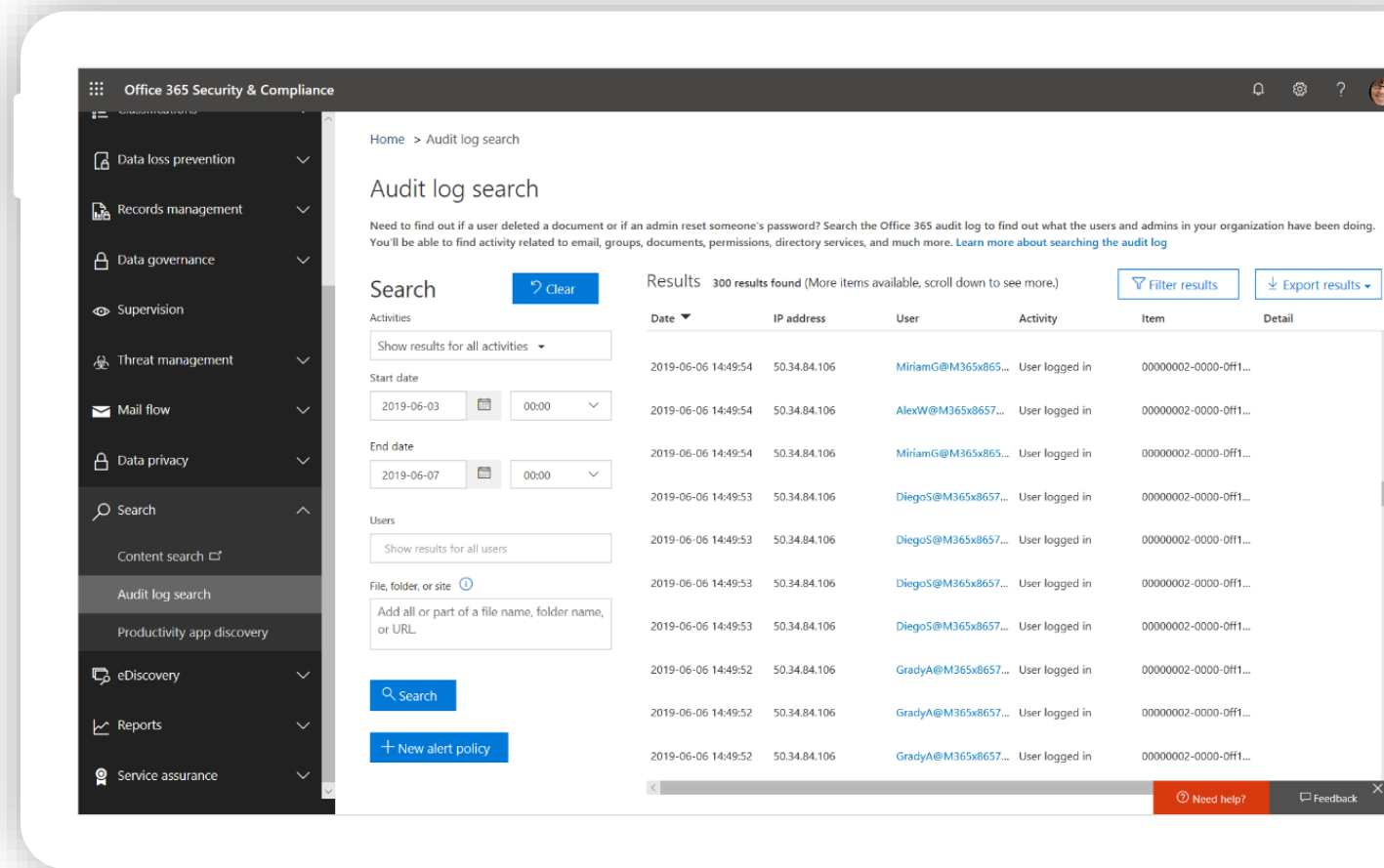
Reduce background noise with AI-based noise suppression in public or shared environments.



Single page dashboard that provides monthly, daily, and hourly trends and views for meetings and calls.

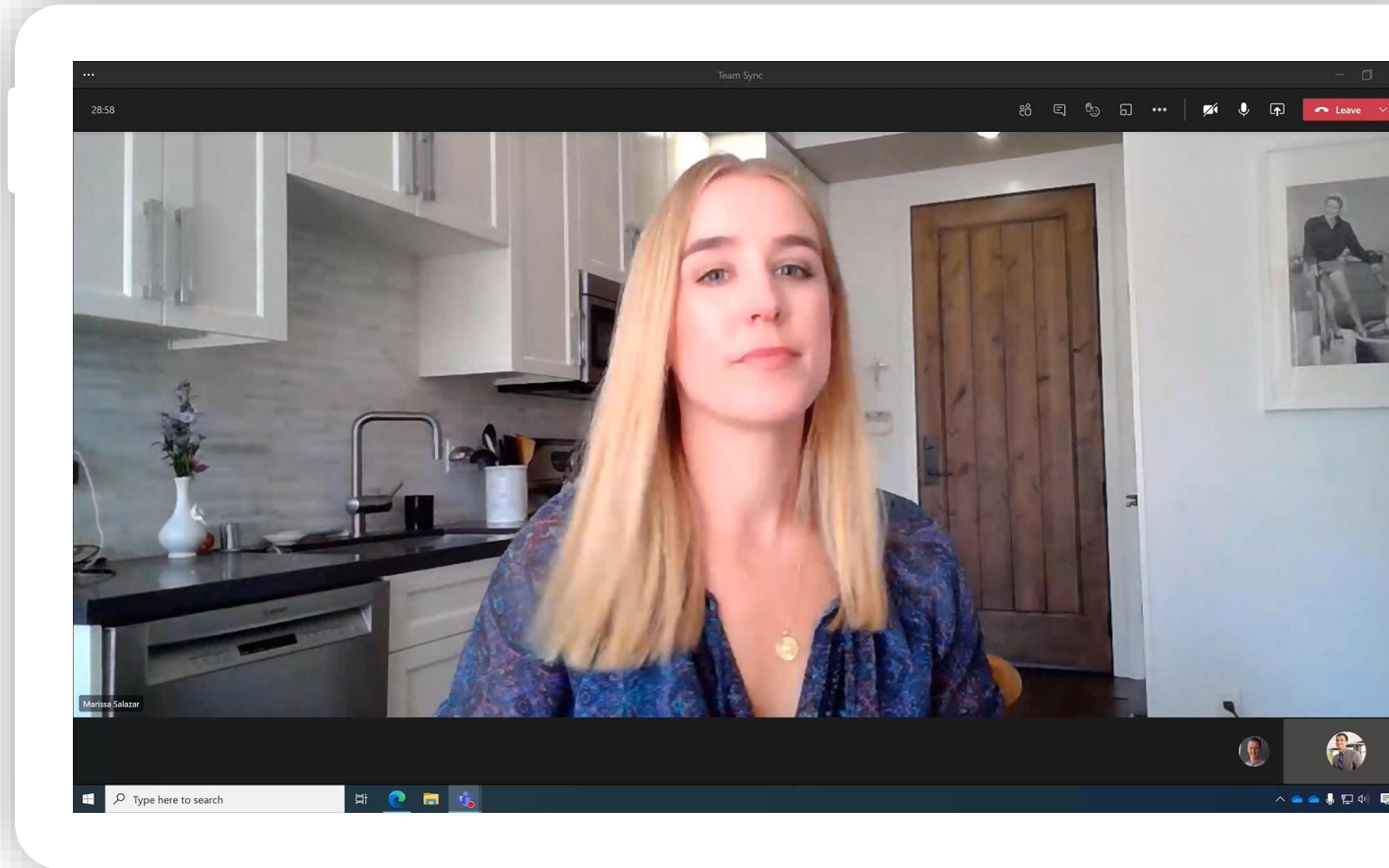
Manage advanced security, compliance, and privacy settings in a single dashboard

- Retention and deletion policies for chats and channels
- Identify and prevent data leakage with Data Loss Prevention with support for over 80 sensitivity types
- Information barriers enable ethical walls to prevent specific types of communication and sharing



Intelligent noise suppression keeps background sounds out of the conversations

- Background noise filtering ensures barking dogs, garbage trucks, and unexpected leaf blowers can no longer steal the focus from your meetings



AI-based codecs ensure your message is clear, even through low bitrates and packet loss

- Despite connectivity improvements, situations with high packet loss and low bitrates still occur.
- Our Satin codec combines speech modeling, signal processing, psychoacoustics, and a deep neural network to ensure full-signal fidelity under challenging situations.

[Read the blog post with more details](#)

Ultra-low bitrate (7kbps):

BEFORE



AFTER
(Satin)



Poor network with burst packet loss:

BEFORE



AFTER
(Satin)



Get the big picture of performance with the Teams Quality Dashboard

- Summary views with filtering and drill-downs of monthly, daily, and hourly trends for all types of meetings and calls.
- Tenant-uploaded endpoint data helps identify 'where' an issue is and 'who' is impacted across your organization.
- Fast custom reporting, helpful visualizations, and flexible integrations with Power BI and Direct Query.

