

GO PLACES WITH ESSENTIAL

Hybrid Working, Powered by Microsoft Places

Your Guide to Configuring &
Using 'Core' Places Presence
Features



INTRODUCTION

Smarter Scheduling Starts Here

With Workplace Presence in Microsoft Places, users can see when their colleagues will be in the office - making it easier to coordinate meaningful in-person time and avoid 'commute regret'!

The great news is that with your Microsoft 365 Core licence - and assuming you're using the new Outlook and new Teams - you can use the Workplace Presence features in Places.

Here's what you get without needing Teams Premium:

- A weekly location schedule, editable directly from Outlook
- A view of where colleagues plan to be:
 - Via a 'People' view in the Places app
 - Via 'Places Cards' in Outlook and Teams calendars
- Enhanced (Hybrid) RSVP
 - Organisers can send meeting invites to confirm whether invitees will attend in person or remotely
 - Invitees can respond saying whether they'll join in person or remotely
- **Coming soon:** Automatic presence detection when users connect to the office Wi-Fi.

These various features combine to give users greater visibility of where colleagues are now - or where they're planning to be - making it easier to coordinate in-person collaboration.

They can then go on to book a suitable workspace for their visit using Room Finder or your existing booking system - all without needing to upgrade to Microsoft Teams Premium.

This guide shows you how to make the most of the core workplace presence and collaboration features available with your existing Microsoft 365 licences.



STEP #1

Configure 'Core' Places Features

There's not much to do to get started with the Core Workplace Presence features.

First, ensure you have an eligible subscription

Core Microsoft Places features are available with the following Microsoft 365 plans:

- Business (Basic, Standard, Premium)
- Enterprise (E1, E3, E5)
- Education (A1, A3, A5)
- Frontline (F1, F3)

Next, you'll need to be using new Outlook & new Teams

To access Microsoft Places features, users should switch to the new Outlook and new Teams.

- In classic Outlook, use the "Try the new Outlook" toggle in the top right to switch.
- For Teams, either enable "Try the new Teams" in the classic app or download the new Teams desktop app.

Now, add your buildings to Microsoft Places

We'll assume for this guide you are just setting up buildings.

1. Make sure you are using PowerShell 7
2. Install the Microsoft Places module:

```
Install-Module -Name
MicrosoftPlaces -Force
```

3. Connect to Microsoft Places and authenticate with your admin account:

```
Connect-MicrosoftPlaces
```

4. For each building, add it to Places, setting its correct name:

```
New-Place -Type Building -Name
"Building One"
```

5. Add metadata for each building - for the core features, we recommend setting the Country and City fields:

- First get the building's ID:

```
Get-PlaceV3 -Type Building | ? {$_.
DisplayName -eq 'Building One'} | ft
DisplayName, PlaceId
```

- Then copy the ID from the results and set the location, for example:

```
Set-PlaceV3 -Identity <ID from
results> -CountryOrRegion GB -City
Bristol
```

NB If you're configuring rooms and workspaces in addition to buildings, use the Initialize-Places cmdlet. Learn more here:

<https://learn.microsoft.com/en-us/microsoft-365/places/get-started/quick-setup-buildings-floors>

STEP #2

Give Users Access to the Places App

Enable the Places App

In most cases, the Microsoft Places app is already enabled by default - so if users can access the app, no further action is needed.

However, if you enabled Places during the public preview, the default setting may not apply. In that case, you can enable the app for all users or specific groups using the Set-PlacesSettings cmdlet.

To enable the app for all users run:

```
set-placesettings -EnablePlacesWebApp
'Default:true'
```

For more info see:

<https://learn.microsoft.com/en-us/microsoft-365/places/powershell/set-placesettings>

Make it Available to Users

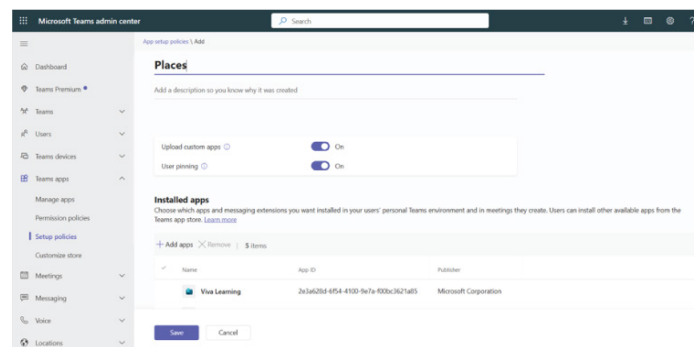
You can pin the app for users or let users add it themselves to New Outlook or Teams.

If you want to pin it to Teams, you'll need to login to the Teams Admin Center.

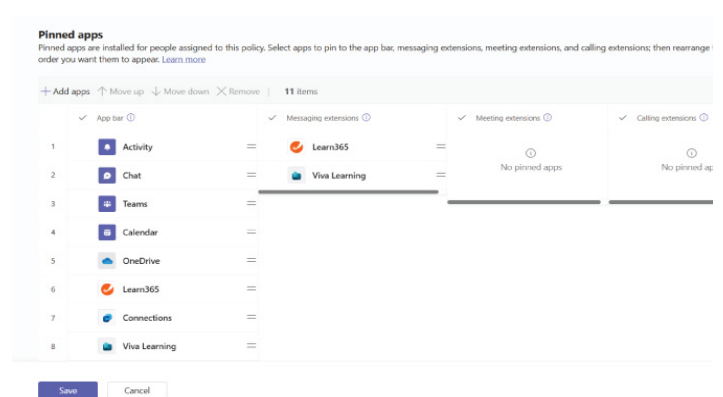
Here are the steps:

1. Go to the Teams Admin Center
2. Under Teams Apps, open Setup Policies
3. Click **Add** to create a new policy
4. Enter a name for the policy e.g. "Places"

5. Scroll down to Pinned Apps & click Add apps



6. Find Places and click Add.

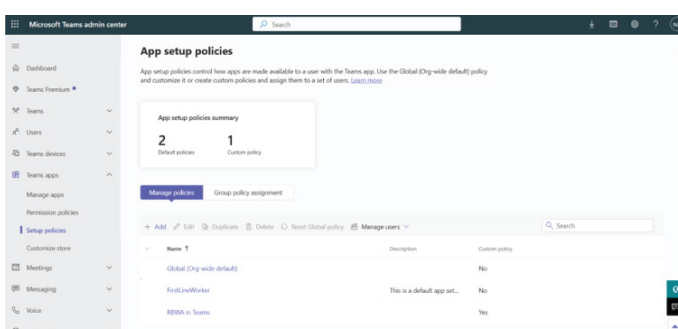


Note that this only pins the app to Teams, not to New Outlook.

Users can pin the Places App to New Outlook themselves.

Users can also access the app via browser at outlook.office.com/places.

See also next section....



STEP #3

Train End Users

Success starts with training users on how to use Microsoft Places presence features - beginning with setting their weekly whereabouts.

Setting Your Weekly Work Plan

Open Outlook Calendar.

1. Go to Settings > Work Hours and Location.
2. Select your location for each day:
 - In the office (select specific office buildings where available)
 - Remote
 - Not working

Changes appear directly on your calendar.

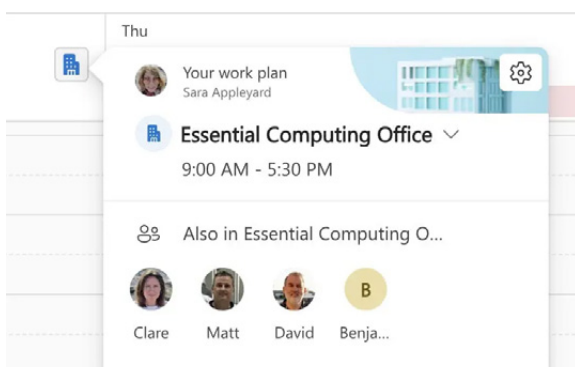
NB - As an admin, you can use the Places Space Analytics dashboard to track the % of users who have set their Work Plans.

Using Teams & Outlook Calendar Places Cards

Click on the location icon on a calendar day in either Outlook or Teams to open the Places Card and see which colleagues will be in the office that day.

Once you've seen when and where your team members will be:

- Use Outlook Room Finder or your current desk/room booking tool
- Book the appropriate space for your visit (e.g., a meeting room for 6 people).



Using the Places App 'People View'

With a core Microsoft license, Places lets you see where colleagues will be via the 'People' view - which is ideal for planning office time.

You can open the Places app in two ways:

1. **In Outlook or Teams** - Click on the Places icon in the left-hand panel. If it isn't already there, click on the Apps icon and choose places. 1
2. **From your browser** - E.g. using a link in SharePoint that goes to <https://places.cloud.microsoft/places>

The **Places app People View** lets you toggle between two ways to visualise where your colleagues will be: 3

- **An Office Summary View**
A weekly schedule showing each colleague's location (e.g., 'Remote', 'In Office', or a specific building if configured).
- **A Collaborators View**
Blue highlight blocks show when your in-office days overlap with selected colleagues - making it easy to plan face-to-face collaboration.

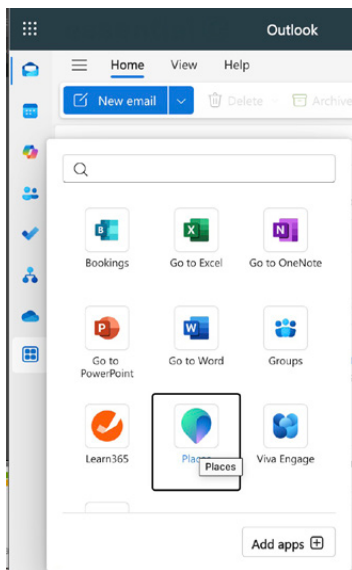
Edit Who Appears in Your Views 2

To keep your views focused on the people you collaborate with most.

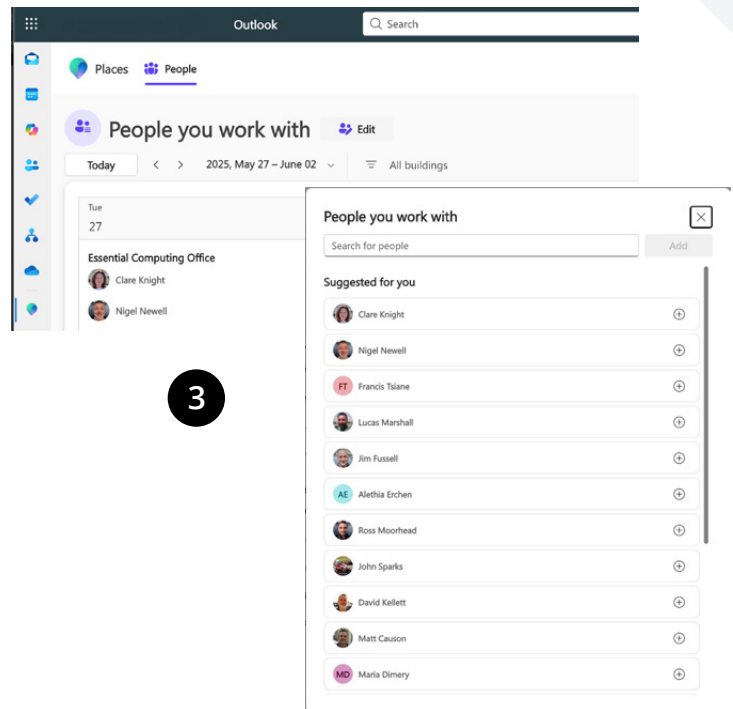
- Click the Edit button in the app.
- Add or remove colleagues to focus on the people you collaborate with most often.

A star will appear next to the people you want to focus on.

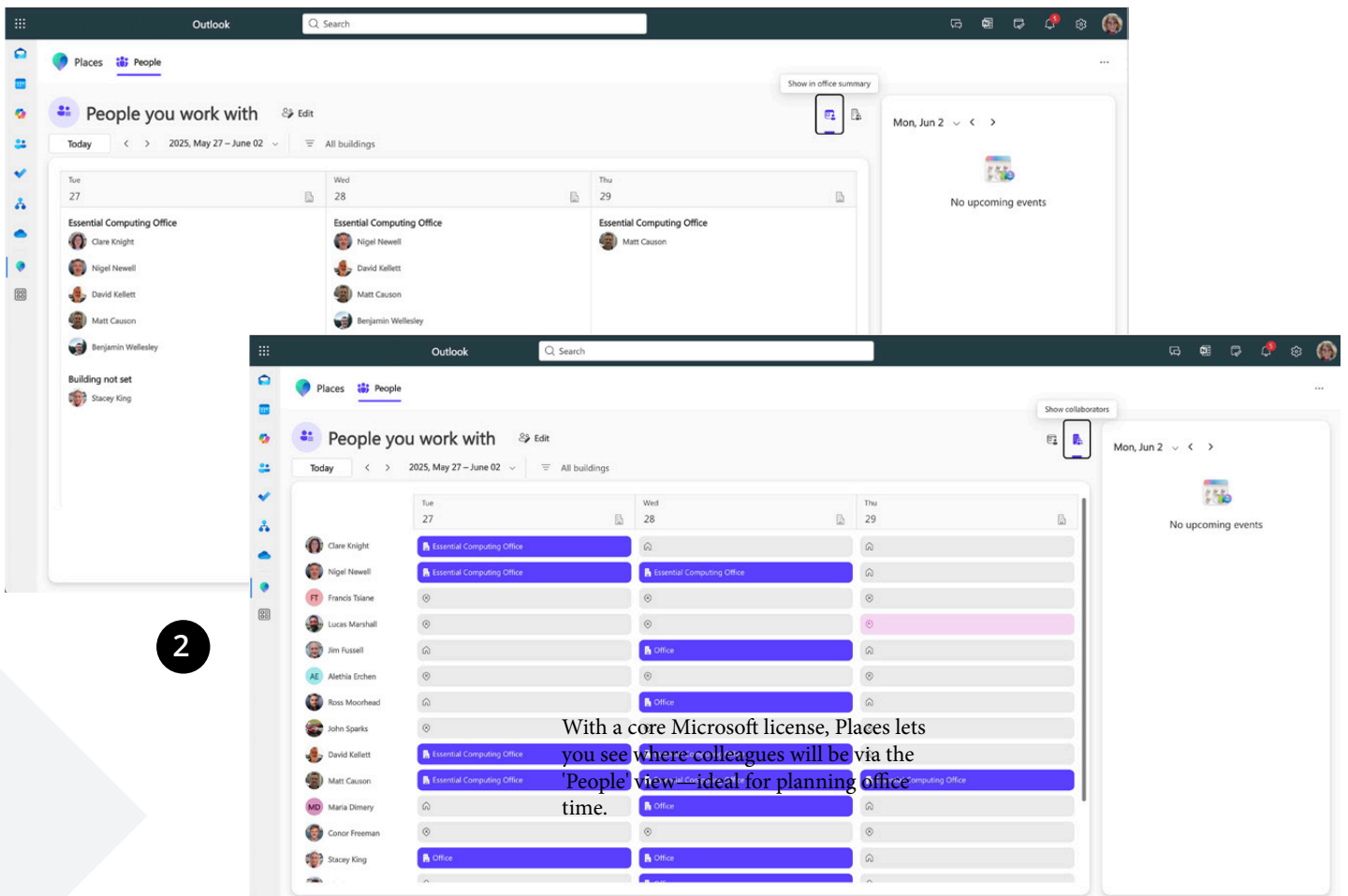
WORKING WITH WORKPLACE PRESENCE IN THE PLACES APP



- 1 Add the Places App to Outlook or Teams or launch it from the Places icon on the left.



Edit the people you work with.



The office summary & collaborator views.

Planning your office visit

PRO TIP

SET A LINK TO PLACES ON YOUR INTRANET

Make Microsoft Places easy to find by adding a link to your SharePoint intranet. You can embed it in a Quick Links web part, a button, or even a homepage banner - making it simple for users to access Places with one click.

Use this URL: <https://places.cloud.microsoft/places/>

Our Office Visiting Policy

We'd like you to attend the office on **at least 2 days each week** with a focus on in-person collaboration and meetings.

You can use the booking system to check when your colleagues are in the office and book a workspace nearby.

We understand that individual circumstances may differ. Work with your manager to determine specific schedules that align with business needs and individual preferences.

See when your colleagues are next in the office with Microsoft Places.



Book your workspace

Booking a workspace is easier. Our conversion need through Microsoft Places.

Choose Your Location



Scan to book

*you may be asked to log in

Thank You



eBook written by Nigel Newell
Microsoft Certified Professional &
Places Specialist
Essential Computing.

First published June 2025.
[Connect with me on LinkedIn](#)

Microsoft Exchange, Microsoft Outlook, Microsoft Teams, Microsoft Places and Microsoft 365 are registered trademarks of Microsoft Corporation.

The information contained in this eBook is provided for general guidance only and reflects the features and capabilities available at the time of publication. Microsoft 365 and its related services are continuously updated, and as such, the content in this eBook may be superseded at any time. Always refer to the latest official documentation or support channels for up-to-date information.

All other copyrights and trademarks acknowledged.

Find Us

www.essential.co.uk
Essential Computing, Marine View
Office Park, 42 Martingale Way,
Portishead, Bristol, BS20 7AW, UK

Email Us

info@essential.co.uk

See Us

[Visit Youtube](#)

Support

+44 (0) 1275 343199
support@essential.co.uk

Call Us

For sales enquiries or support
+44 (0) 1275 343199