



## Tech Alert

# Meet Now Button Coming to Outlook

MODERN OFFICE

### What is new?

A Microsoft Teams Meet Now button is coming soon to Outlook. Users will be able to start an instant Microsoft Teams meeting from within their Outlook calendar.

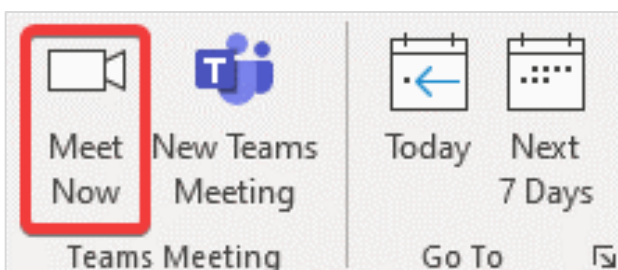
This update is currently rolling out and is expected to be generally available by the end of February 2021.

### Why is it beneficial?

This feature update brings tighter integration between Microsoft Teams and Outlook, so users can have more convenient meeting experiences.

The Meet Now button will be especially beneficial when meeting with a hard-to-reach colleague or for launching quick question sessions.

Please note that in order to use the Meet Now button in Outlook with guests, you will need to enable the feature in the Microsoft Teams admin centre.



### What is Microsoft Teams?

Microsoft Teams is the digital teamwork hub for modern businesses, facilitating collaboration with workspace chat, audio and video conferencing, shared file storage and application integration.

Teams is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices.

### What is Outlook?

Outlook is a personal information management software system that serves foremost as an email client.

Outlook is available as part of the Microsoft Office 365 suit and includes features such as calendar, task management and contact management.

**Products:** Microsoft Teams, Outlook

**Cloud Instance:** Worldwide (Standard Multi-Tenant)

**Release Phase:** General Availability

**Status:** Rolling out

**Release:** February 2021

#### About us

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07 3999 7000 | [www.365a.com.au](http://www.365a.com.au) | [sales@365a.com.au](mailto:sales@365a.com.au)

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