Improved meeting culture and M365 changes jumpstart your year!

Looking for a new year's resolution for this new year? Want to begin 2024 with improved meeting culture and well-being throughout your workday? Microsoft 365 can assist!

Microsoft Outlook and Teams offer many features for organizers to improve meetings, **including the ability to decrease the default meeting duration via Outlook**. By shortening meeting duration lengths by five or 10 minutes (25-minute meetings versus 30 minutes and 50-minute meetings vs. 60 minutes), meeting participants (and organizers!) can get a mini mental rest/break before jumping into whatever is next on their calendar.

Host meetings with external partners?

External partners can join a Teams meeting through the "lobby" and be admitted in by a Corewell Health team member when they are sufficiently prepared for the meeting to start. Using the lobby with external guests is another new year's resolution you can make to ensure successful and productive meetings in 2024!

This quick break also allows for:

- Time to stretch and refill your coffee or water bottle
- "Travel time" for in-person meetings
- Ability to refocus and shift the mind from one topic to another
- Prep time for meeting organizers before their next meeting

What's changing?

The following Outlook and Teams changes will happen **automatically** starting Feb. 5:

Outlook Meeting Duration Changes	Teams Meeting External Guest Changes
Team members* (and new hires getting an email) will automatically have the default Outlook meeting duration set to 25 minutes and 50 minutes, starting at the top of the hour. • This change will apply only to those who schedule inside of Outlook using the "**New Meeting**" (desktop application) or "**New event**" (web application) options. • The meeting organizer can change the meeting duration to a different desired end time. *If a team member has already changed the meeting duration setting in Outlook, those settings will not change. Custom settings override these new organization-wide settings.	External guests of *any new Teams meetings created* will automatically be placed in the lobby. • The meeting organizer will have to admit them into the meeting for them to join and participate. • Meeting organizers can choose to change this default setting at the meeting level through **Meeting Options**. *Any existing Teams meetings (one-time or recurring) set up prior to this change are not impacted. • External guests will automatically join meetings unless an organizer chose a different setting.
Team Member Action: No action is needed. The new meeting duration default will automatically change for meetings scheduled in Outlook. • If a team member changes the duration default back to 30/60 minutes, it will stay set to that default duration for all future meetings. • The default only needs to be set once, not meeting by meeting.	**Team Member Action:** No action is needed. All external guests will wait in the lobby until given access. • If a team member wants external guests to bypass the lobby, they will need to change the setting for each meeting/meeting series as that setting is controlled at the meeting level.
Example: Bob, sets up a 60-minute meeting using the New Meeting option in Outlook to start at 10 a.m. Outlook will set the meeting end time to 10:50 a.m.	**Example:** Denise has meetings already created through the second quarter of 2024 with external guests invited. Those guests will join the meeting directly.

	Any new Teams meetings Denise sets up with external guests (after this change) will need to be moved in from the lobby.

Who benefits?

All organizers of Teams or Outlook meetings as well as their attendees

What actions can I take now?

1. Make the switch **today** by updating your Outlook meeting duration default times to 25 minutes and 50 minutes. If you've already made this change, good for you – now, encourage others to do the same!
2. If you would like to set the default for all of your shorter Outlook meetings to also be Teams meetings, follow these instructions: Microsoft Outlook: How to Make all Meetings Teams Meetings.
3. Learn about all available Teams Meeting options in Meeting options in Microsoft Teams - Microsoft Support.

Resources

Setting M365 Outlook Meeting default time

How to make all Outlook Meetings Teams Meetings

Meeting options in Microsoft Teams

Questions?

Please contact the Corewell Health Service Desk:

- Corewell Health **East**: 888.481.2448
- Corewell Health **South**: 269.428.2005
- Corewell Health **West** and **Priority Health**: 616.391.4357 (1-HELP)