Microsoft 365 Ketchup April 2023



With Sara Fennah, Microsoft 365 Trainer, MVP, MCT



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Introduction

Keeping up to date on the Microsoft Cloud can be a daunting challenge. The Ketchup workshop brought to you by the Leadership Through Data training team and Microsoft MVP, Sara Fennah, is here to help.

We get our information from the following sources:

- Microsoft 365 Admin Center Messages
- Microsoft 365 Roadmap website
- Tech Community <u>blogs</u>
- Microsoft Learn documentation
- Microsoft News stories
- Conference Book of News (where conferences have been held by Microsoft in the period)

Coming Live from MVP Summit

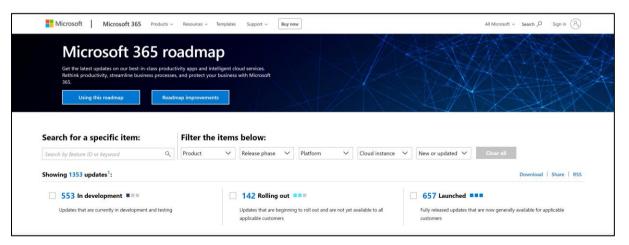


This Ketchup is a little different in that is was hosted LIVE from the Microsoft MVP Summit by Microsoft MVP Sara Fennah. Sadly information shared at MVP Summit is shared with MVPs under a strict non disclosure agreement so the Ketchup doesn't include anything confidential from the summit, but does still include the latest released changes from Microsoft 365 this quarter, and also what's coming up.

Roadmap Statistics

We rely heavily on the M365 roadmap for our Ketchup and our stats were taken at 4pm (PST) on Sunday 16th April 2023 when there were 1353 items listed covering all types of cloud incl government and 1156 for the worldwide cloud. You can access this at any time yourself via <a href="https://www.microsoft.com/en-gb/microsoft-365/roadmap?filters="https://www.microsoft.com/en-gb/microsoft-365/roadmap?filters="https://www.microsoft.com/en-gb/microsoft-365/roadmap?filters="https://www.microsoft-access="https://www.mic

Please remember that the Microsoft Cloud changes daily and the exact availability date of features in each Microsoft 365 tenant can vary.



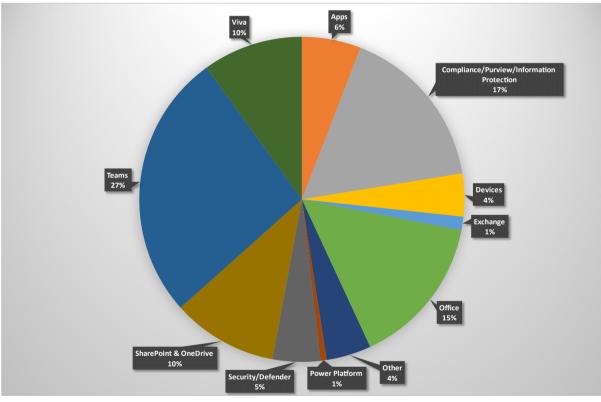






321 New Items Added 346 Items Launched 269 In Development & Due for Launch

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Let's 'Ketchup' with some stats since last time. Since our last Ketchup in January 2023, 321 items have been added to the Roadmap and 346 items have launched or started rolling out and 269 features are in development and due by end of June 2023. There is still a strong focus on Microsoft Teams, but also a good investment in the compliance space too. These numbers are based on the 1156 items on the roadmap which are not specific to Government (GCC, GCC High, DOD) or Education clouds.

Looking back – January to March 2023

Out of the 346 items launched or started rolling out since June we have chosen these items to show the changes.

Outlook

- Pronouns on Profile Card
- Meeting Recap (web)
- Bookable Time

Microsoft Teams

- •Teams Premium Release
- Magnify Slide in PowerPoint Live
- Video Filters
- Automatic lowering of raised hands
- •@Everyone
- New Teams

Purview, Compliance and Information Protection

- •Default Sensitivity Label for SharePoint Site
- Sensitivity Bar in Office Documents
- •Power Automate Integration
- •Information Barriers v2
- •Label Email based on Attachment Label
- •Hide the Preservation Hold Library from site users

SharePoint, Stream & OneDrive

- •Microsoft Lists Approvals Integration
- Stream Playlists
- Workflow Retirement

Microsoft Viva

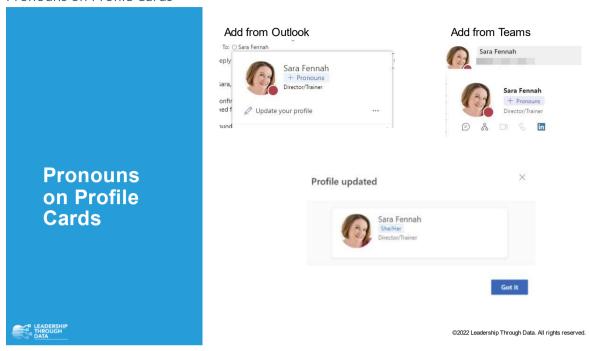
- Updated Viva Connections App
- Viva Connections support for Tablets
- •Viva Engage Stories, Leaders, Answers
- Topic Categories
- •Planner Integration with Viva Goals

Office 365

- •Enhancement to Project for Web in line with Project Online
- Microsoft Feed
- Microsoft Loop App (Preview)

Outlook

Pronouns on Profile Cards



Microsoft 365 now supports adding your preferred pronouns to your Microsoft 365 profile card.

Once the feature has been enabled by the administrator, users have the option to add their preferred pronouns to their profile.

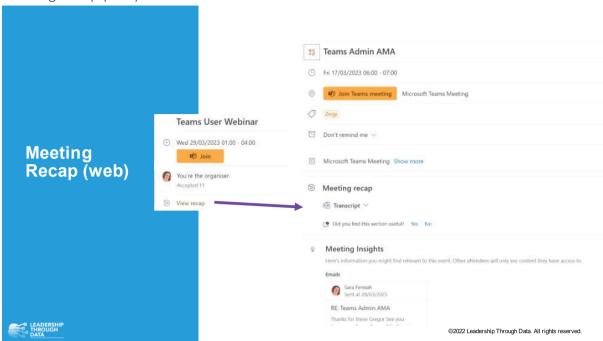
In the modern world it can be offensive to address people by the inappropriate pronouns and basing the pronouns you use on your own assumptions often results in choosing the incorrect or inappropriate option. To be inclusive and considerate, it is always best to check how people prefer to be referred to. For guidance on using pronouns appropriately see <u>A beginner's guide to pronouns</u> and using pronouns in the workplace | Stonewall

The idea behind allowing people to specify their preference is to bring that inclusiveness to the digital space.

You can set the pronouns from Outlook or from Teams.

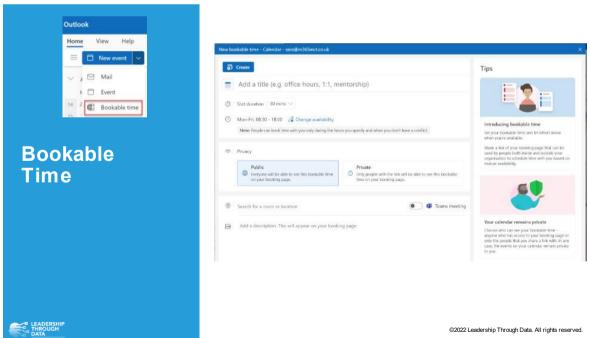
See https://techcommunity.microsoft.com/t5/microsoft-teams-public-preview/now-in-public-preview/now-in-public-preview-pronouns-in-the-profile-card/m-p/3758301?WT.mc id=M365-MVP-5004583

Meeting Recap (web)



Meeting recap is available in Outlook for web and will give you transcript, recording, meeting notes (when the interactive agenda, tasks and notes features start rolling out) for more details see: https://support.microsoft.com/en-gb/office/meeting-recap-with-outlook-cd391f5b-7f41-4419-814d-2e5a81c3fbcb

Bookable Time



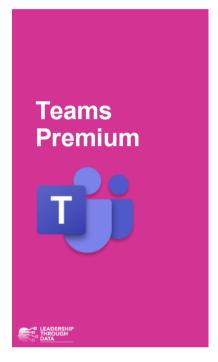
A variation on personal bookings, bookable time is an easy way to create new offers for people to book time in your calendar sharing your free/busy information and generating a meeting invite which come from you, but is created by the booker. Sounds confusing but is really simple to use see

https://techcommunity.microsoft.com/t5/microsoft-365-blog/bookable-time-coming-soon-to-outlook/ba-p/3712728?WT.mc_id=M365-MVP-5004583_and https://m365train.co.uk/2022/08/22/getting-started-with-personal-bookings/

Microsoft Teams

Teams Premium Release

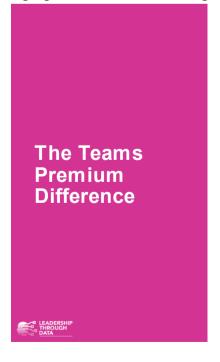
Teams premium is now released with the meeting AI features coming in the next quarter. For more general more information see https://teamsqueen.com/2022/12/21/what-is-microsoft-teams-premium-and-who-needs-it/ and https://teamsqueen.com/teams-premium-articles/



- Add-on with additional features
- The features can be seen as falling into 5 categories:
- Meeting Customization
- Meeting Protection
- Meeting Al Features (coming May -June 23)
- Webinars
- · Virtual Appointments

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Most of the Teams Premium features are controlled at meeting level by the meeting options. The highlighted items on the meeting options screen are unlocked by Teams Premium





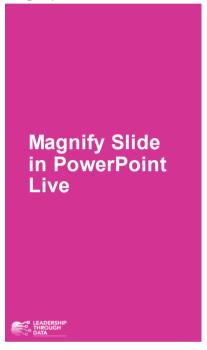
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A big attraction of Teams Premium is the enhance meeting protection offered by features such as:

- Watermarks
- Encryption
- Sensitivity labels
- Meeting templates

These features give added security and convenience in setting meeting options. They are also unlocked by ONLY the meeting organiser having the Teams Premium licence. For details about each Teams Premium meeting protection feature see: https://teamsqueen.com/2023/01/27/teams-premium-meeting-protection/#the-teams-premium-difference

Magnify Slide in PowerPoint Live

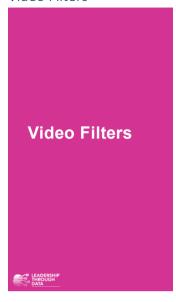


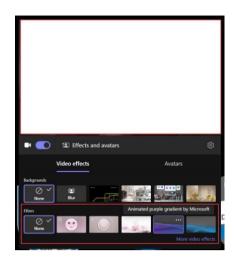


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Slides can look great for one person and tiny for another, depending on our own screen resolutions. Now with slides shared using PowerPoint Live, you can zoom in on what is being shared. Coming soon, presenters will also be able to zoom the slides in for the audience too. For more information see https://insider.office.com/en-us/blog/magnify-slides-in-powerpoint-and-powerpoint-live-in-teams

Video Filters





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Custom Video filters are rolling out to Teams Public Preview ring at the time of writing.

The Microsoft provided filters enable applying colour filters to your video feed such as Black and White



And also applying a overlay



Both work with virtual backgrounds and video, but will not support the upcoming Avatars.

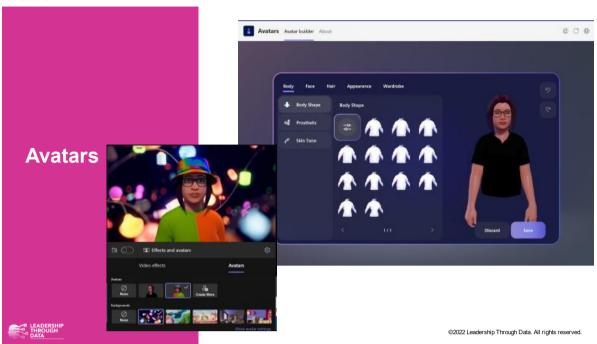
Whilst this feature as is doesn't have an obvious business benefit it is still interesting for two reasons:

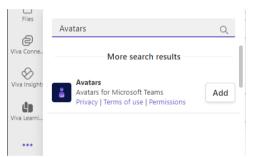
The opportunity to have custom apps with organisation or event overlays, which adapt to web cam configuration will offer additional branding options for organisations and events.

The way in which the filters are enabled is an excellent example of app governance in Microsoft Teams

For more info see <u>Custom Video Filters – The Teams Queen Blog</u> and <u>Apply video filters in Teams</u> meetings - Microsoft Support

Avatars



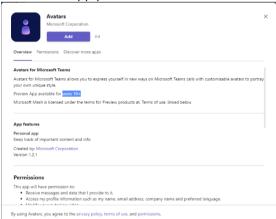


The long awaited Microsoft Teams Avatars have started rolling out

To create and use an Avatar in Microsoft Teams meetings you need to first add the Avatars app.

Either from the ... on the Teams side rail or in the Microsoft Teams app store search for **Avatars**

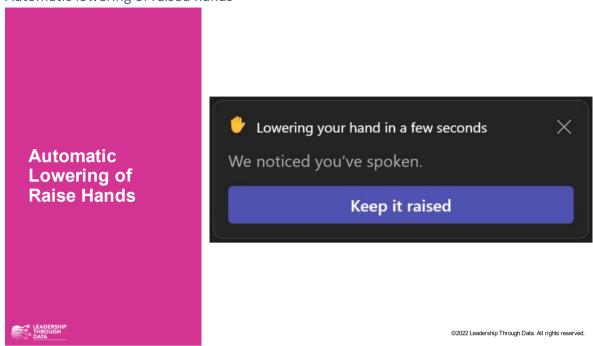
Review the app permissions and choose **Add** if you are happy to accept.



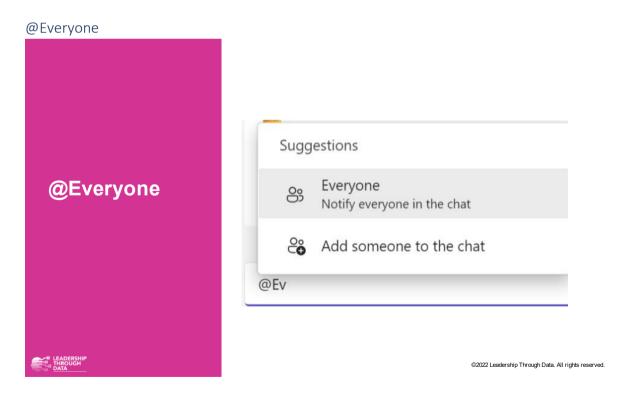
This will add the Avatars app to your side rail and launch the Avatar builder app.

For more information see https://learn.microsoft.com/microsoftteams/meeting-avatars?WT.mc id=M365-MVP-5004583 and Join a meeting as an avatar in Teams - MicrosoftSupport

Automatic lowering of raised hands

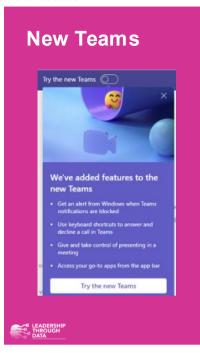


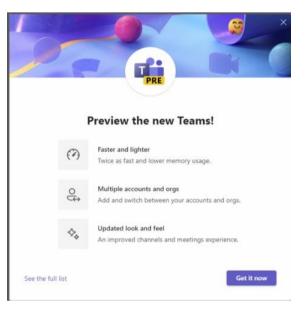
No more "legacy hands"! If you have your hand raised in a meeting and then start to speak your hand will be automatically lowered. See https://insider.office.com/en-us/blog/automatic-lowering-of-raised-hand-after-speaking-in-teams-meetings for more details.



When working in **Chat** in Teams with a group, you can @ mention everyone in the chat using "@Everyone". You'll also see in this image that you can add someone new to the chat (if they are in the company address book) using @ and their name too.

New Teams



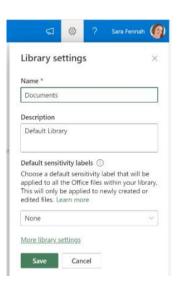


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Available to try out is the New Version of Teams. Rebuild from scratch to use less resources and offer easier multi organisation working as well as enable other requested features. New Teams doesn't have all the features of Classic Teams **yet**! It will before Classic Teams is retired and is currently only available on Windows. To learn more see https://adoption.microsoft.com/en-us/new-microsoft-teams/ or come to our upcoming webinar.

Purview, Compliance and Information Protection Default Sensitivity Label for SharePoint Site



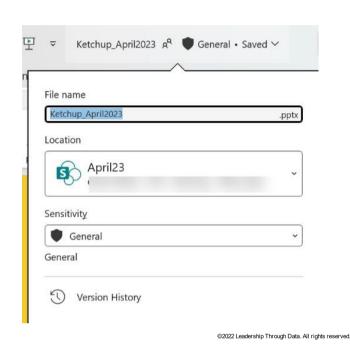


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This feature has been in preview for a little while and is now fully released the ability to set default label for a SharePoint document library does require E/G/A5 licencing but can be very helpful as it is visible to users everywhere that access the document can also be used auto apply retention or record labels. For more details see https://support.microsoft.com/en-us/office/add-a-sensitivity-label-to-sharepoint-document-library-54b1602b-db0a-4bcb-b9ac-5e20cbc28089

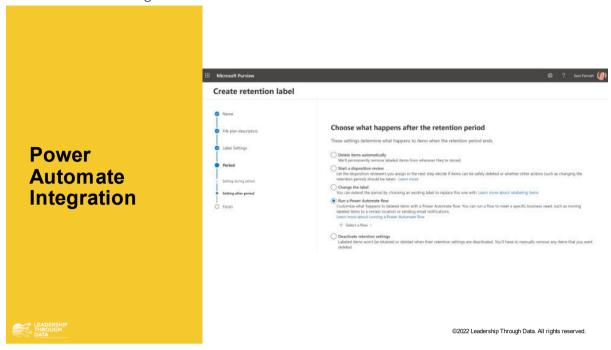
Sensitivity Bar in Office Documents





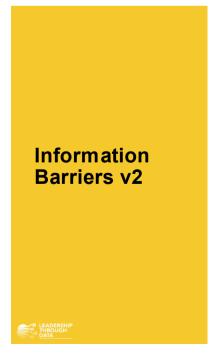
To make sensitivity labels more visible a sensitivity bar has been added to Microsoft Office applications. Located on the title bar and showing the sensitivity label assigned to the document alongside the document name. If a sensitivity label is not assigned then selecting the document name on the title bar offers the user the opportunity to assign a sensitivity label. This bar is available in web, windows and Mac applications and also provides access to rename the document and view the version history.

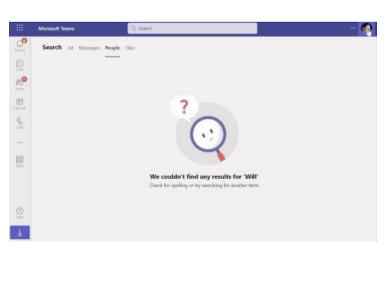
Power Automate Integration



The ability to run a power automate flow at the end of the retention period, offers additional flexibility as to how you handle end of retention period action. Power automate can be used to run a custom disposition approval process which offers additional flexibility over and above the built in disposition review or to run a disposition review that results in a PDF document for proof of disposition. Another example of where power automate flow could be used is where a number of choices exist as to what the next action should be and either with or without user input, a series of steps can be taken to choose then apply a new retention label or run disposition review or remove retention label. To learn more see https://learn.microsoft.com/microsoft-365/compliance/retention-label-flow?view=o365-worldwide&WT.mc id=M365-MVP-5004583

Information Barriers v2





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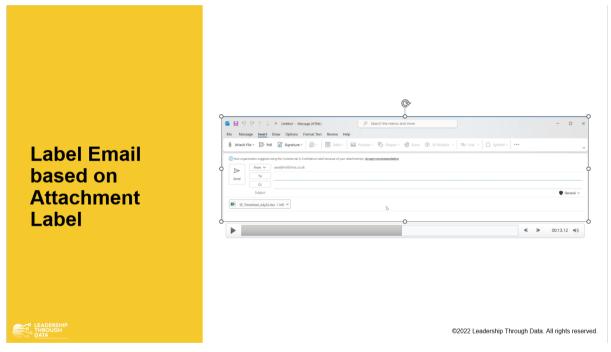
Information Barriers are a E5/G5/A5 feature which allows an organization segment its users and block internal communication in Teams as well as file sharing on sites and OneDrive.

Information Barriers v2 has enhanced architecture which enables the following new features:

- Large-scale segment support: The segment limit in organizations has increased to 5,000.
- Multi-segment support: Users can be assigned to up to 10 segments.
- Flexible user discoverability: Organizations can now choose to allow IB-protected users to discover each other while adhering to IB communication and collaboration policies.

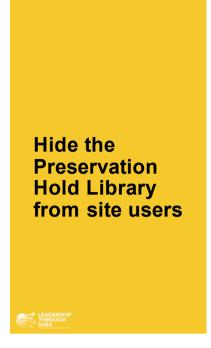
More information is available at https://techcommunity.microsoft.com/t5/security-compliance-and-identity/information-barriers-v2-is-now-generally-available-for-all-new/ba-p/3757781?WT.mc id=M365-MVP-5004583

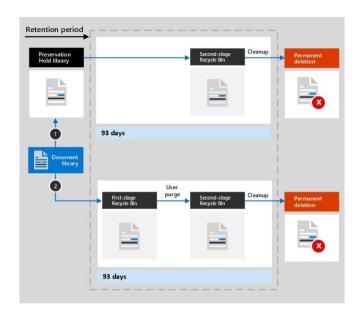
Label Email based on Attachment Label



This feature will recommend the appropriate sensitivity label or an e-mail based on the attached files. This helps to ensure that only those authorised to see the attachments can see the e-mail, thus preventing potential data leakage due to informative file names becoming visible to unauthorised users.

Hide the Preservation Hold Library from site users



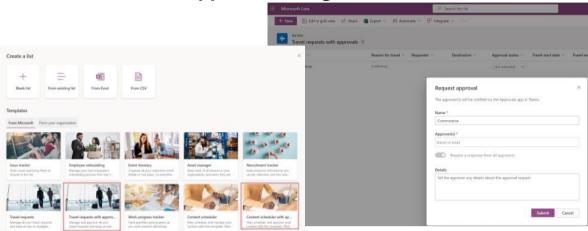


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To avoid user confusion the Preservation Hold Library (PHL) will no longer show in site contents. The library will still work in the same way and can be accessed by using the URL of the site plus /PreservationHoldLibrary/Forms/AllItems.aspx for example for a site https://LTD.sharepoint.com/sites/Ketchup the PHL address would be https://LTD.sharepoint.com/sites/Ketchup/PreservationHoldLibrary/Forms/AllItems.aspx

SharePoint, Stream & OneDrive Microsoft Lists Approvals Integration

Microsoft Lists Approvals Integration

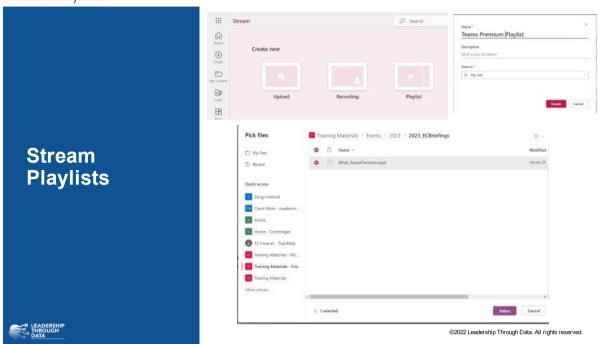




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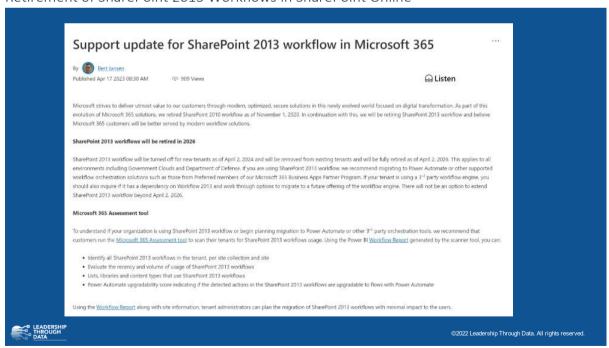
Approvals was originally a power automate feature for approving items and documents. Approvals is now also available as an app in Microsoft Teams. Two new Microsoft Lists templates now include approvals built in with no additional setup required. These two template lists are for travel requests and content scheduler however either can be adapted with additional columns to suit any list you wish to create with an approval. When an item is sent for approval a link to the item is included and therefore the full details will be visible when it is being reviewed. Approvals also notify the nominated approver via e-mail as well as Microsoft Teams. For more information on working with approvals see What is Approvals? - Microsoft Support and for details of managing the approvals app in teams see https://learn.microsoft.com/microsoftteams/approval-admin?WT.mc_id=M365-MVP-5004583

Stream Playlists



A playlist in Microsoft Stream is a list of videos. It can be used for grouping videos into a training course or collecting videos on a particular topic such as recordings of project review meetings for a whole project. Created from Stream, the list would typically sit in a user's **My Lists** but can be stored in any SharePoint site. Learn more about working with Microsoft Lists Microsoft Lists help & learning

Retirement of SharePoint 2013 Workflows in SharePoint Online



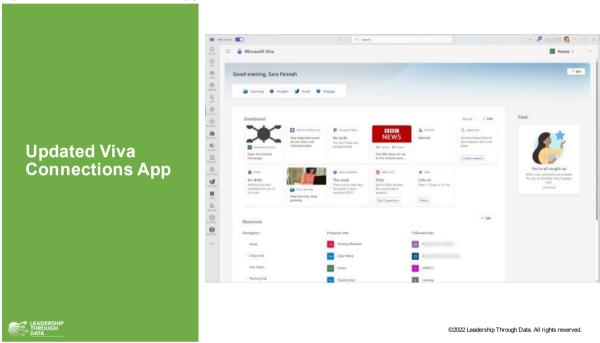
Support to create, edit and run SharePoint 2013 workflows is being retired from SharePoint Online. See https://techcommunity.microsoft.com/t5/office-end-of-support-blog/support-update-for-sharepoint-2013-workflow-in-microsoft-365/ba-p/3796299?WT.mc_id=M365-MVP-5004583 for more details.

Reminder: Retirement of Stream Classic

The older or 'Classic' Stream is being retired. Depending on how your organisation has used Stream in the past, older videos may need to be migrated into SharePoint based storage before the retirement in Feb 2023. Details on the retirement and migration options are available from the retirement announcement https://techcommunity.microsoft.com/t5/microsoft-stream-blog/update-on-stream-classic-retirement-last-day-of-service-set-for/ba-p/3712075?WT.mc id=M365-MVP-5004583

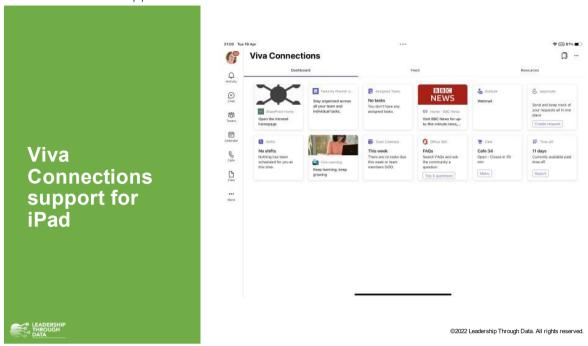
Microsoft Viva

Updated Viva Connections App



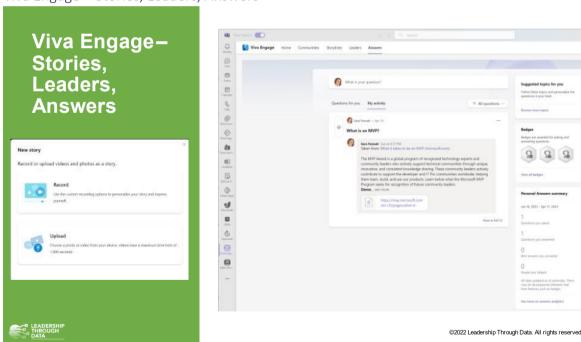
Viva Connections has been updated to offer the choice of landing on your SharePoint Intranet home page or a new Viva Home page. Offering easy toggling between the two experiences this updated landing page bring the desktop and mobile experiences closer and the new Viva Home offers easier navigation across the Viva suite. https://learn.microsoft.com/viva/connections/edit-viva-home?WT.mc id=M365-MVP-5004583

Viva Connections support for Tablet



Viva connections is now supported on iPad and rolling out support for Android Tablet too.

Viva Engage – Stories, Leaders, Answers



With the ongoing rename of Yammer to Viva engage fever engage is also getting some new features. These new features sit inside the premium licence and therefore are only available to people with Viva suite licences.

Stories in Viva Engage offer users the opportunity to post picture or video messages in much the same way as Facebook or Instagram stories work. For more information on managing and setting up stories and storylines see https://learn.microsoft.com/viva/engage/eac-storyline?WT.mc_id=M365-MVP-5004583

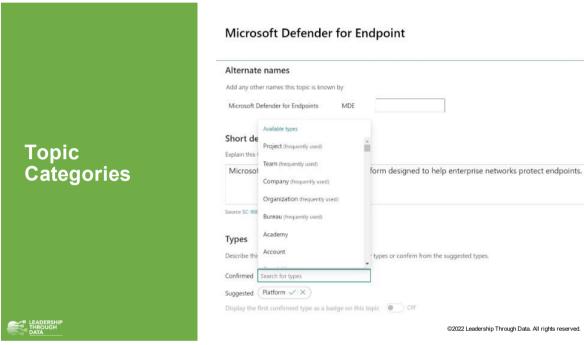
Leader or Leadership Corner is a way for users to focus on messages from organizational leaders to help them stand out in what could be a busy timeline of updates from users across the org. For more information on setting up and managing leader in Viva Engage see

https://learn.microsoft.com/viva/engage/leadership-identification?WT.mc_id=M365-MVP-5004583

Answers in Viva is a cross over feature between Viva Engage and Viva Topics. Answers allows users to post and answer questions including linking them to topics/terms already defined in Viva Topics. Form more information on setting up and managing Answers in Viva see

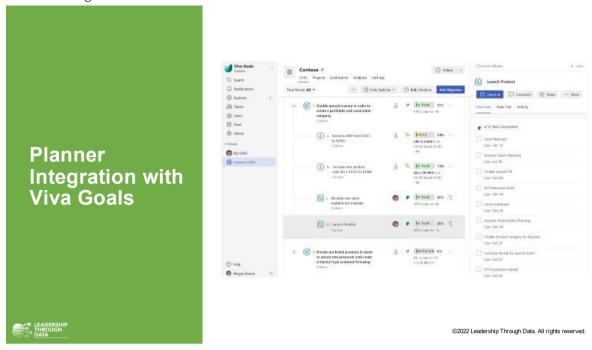
https://learn.microsoft.com/viva/engage/eac-answers-overview-setup?WT.mc_id=M365-MVP-5004583

Topic Categories



With many topics it can be difficult to understand what it is the topic defines, is it a product, a team in our organisation and customer organization etc. This is especially true when the same title can be used for each giving multiple topics with the same names. Topic categories give a list of categories to pick from to help avoid this confusion. The first category is displayed as a badge on the topic with secondary categories displayed on the page. Custom categories will follow later in the year.

Planner Integration with Viva Goals



Many company objectives are achieved through projects. Organisations manage their projects in a number of different ways one of those options is Microsoft Planner. With Viva Goals now integrating with Microsoft Planner as tasks are updated, completed, added or removed the progress on a project in Viva Goals linked to a Planner plan will be automatically updated.

Office 365
Enhancement to Project for Web in line with Project Online





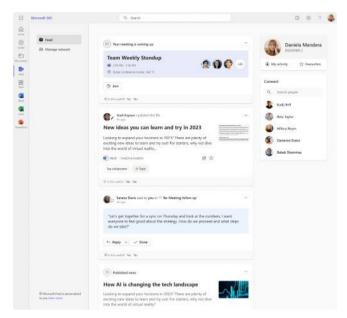
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When Project for the Web was introduced at Ignite 2019 we were promised each a parity with Project Online. Although this move has been delayed by global events since 2019 we are now starting to see a rapid roll out of features in Project for the Web to achieve this feature parity. There

is currently no date for the retirement of Project Online. For more information about the two different project management products in Microsoft 365 see https://support.microsoft.com/en-us/office/project-for-the-web-and-project-online-6569170c-5c8e-474e-a7f0-642872f62f8a?ui=en-us&rs=en-us&ad=us and for features in Project for Web see https://support.microsoft.com/en-us/office365/servicedescriptions/project-online-service-description/project-web-service-description?WT.mc id=M365-MVP-5004583#feature-availability

Microsoft Feed





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Microsoft Feed helps you discover and learn about people and interests relevant at work. The feed shows you a mix of content and activity from across Microsoft 365 to help you stay connected to your colleagues and informed about what's happening around you.

You might, for example, see updates to documents you're working on with others, links shared with you in Teams chats, suggested tasks to follow up, highlights about colleagues, and much more.

Microsoft Feed is available from different places, including:

- The Microsoft 365 app (office.com). Select **Feed** from the toolbar at the left.
- Microsoft Edge, on the Microsoft 365 page.
- Outlook Mobile

See Discover and learn with Microsoft Feed - Microsoft Support for more information.

Microsoft Loop App (Preview)





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We've featured Microsoft Loop components on previous Ketchups and highlighted the collaborative working they offer. In preview now is the Loop app which is a web based app that offers Loop workspaces and Loop pages, giving us even greater choice on how we interact with colleages. As it is in its early days at present we still need to explore how Loop best fits into our daily work and also clarify where Loop stores all its data. Integration with other Microsoft 365 products is also expected to be coming soon. The Loop app is off by default during this preview phase.

For more information on Microsoft Loop see <u>Get started with Microsoft Loop - Microsoft Support</u> to learn how to enable Loop during the preview see

https://techcommunity.microsoft.com/t5/microsoft-365-blog/learn-how-to-enable-the-microsoft-loop-app-now-in-public-preview/ba-p/3769013?WT.mc_id=M365-MVP-5004583

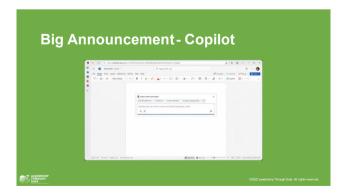
Looking Forward

At the moment based on what is currently on the roadmap we hope to be able to show you these features next time. If you have any requests for features that you would like us to cover in the Ketchup or on the blog, please do let us know.

- Outlook
 - Working hours and location
 - New Outlook support for Search Folders
- Microsoft Teams
 - New Files App
 - Al Meeting Recap (Teams Premium)
 - o Timeline markers in Teams meeting recording for when a screen was shared
- Purview, Compliance and Information Protection
 - o PDF files encrypted with sensitivity label can be searched and eDiscovered
 - Scope the administration of retention and retention label policies
 - o eDiscovery Support for Loop
 - Simulation mode for Auto Applied Retention Labels
 - Disposition review auto-approval
- SharePoint, Stream, Syntex & OneDrive
 - o Filter enhancements in Lists
- Microsoft Viva
 - Resolve Topic Name Similarities
 - o Create more than one Connections experience in the same tenant
 - o Topics in Outlook Desktop & Teams Channels
 - Announcements from April 20th Event
- Office 365
 - Video Search in Microsoft Search incl Bing

PLUS we are expecting some announcements at Microsoft Build Developer Conference in late May and the Microsoft 365 Conference in Las Vegas in early May, as well as the Viva Summit on April 20th to add to this list.

Hopefully there will also be some more details available on Microsoft's last big announcement of an Al productivity assistant called Copilot. To learn more about that announcement see https://m365train.co.uk/2023/03/17/what-are-copilot-and-business-chat-announced-at-the-reinventing-productivity-with-ai-event/



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