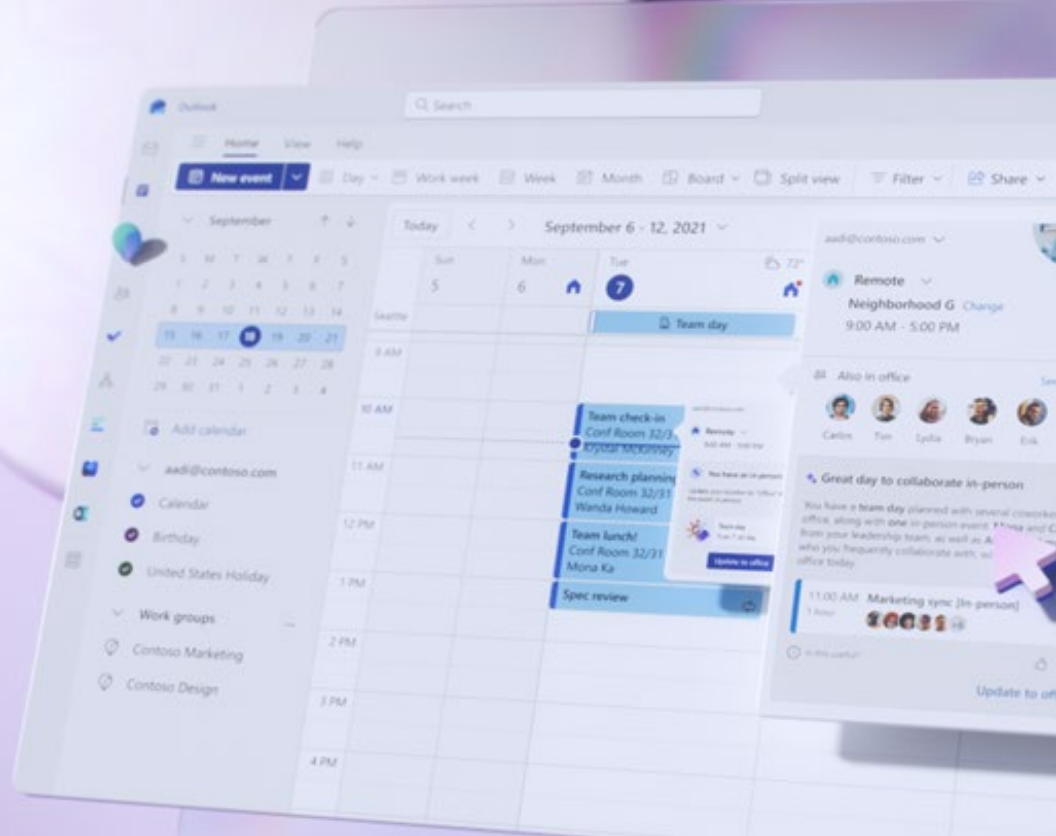




Microsoft Places

Transform your spaces into engaging places with a new AI-powered workplace app for flexible work

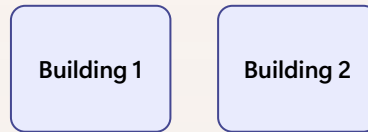
Quick Start Guide for IT

Get started with configuring spaces and enabling Places for users

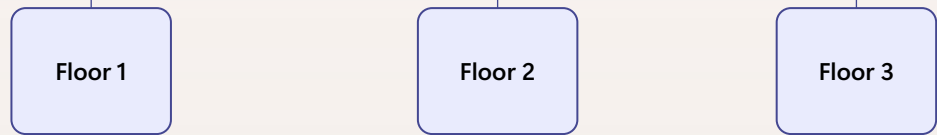
March 2025

Understanding the Places hierarchy

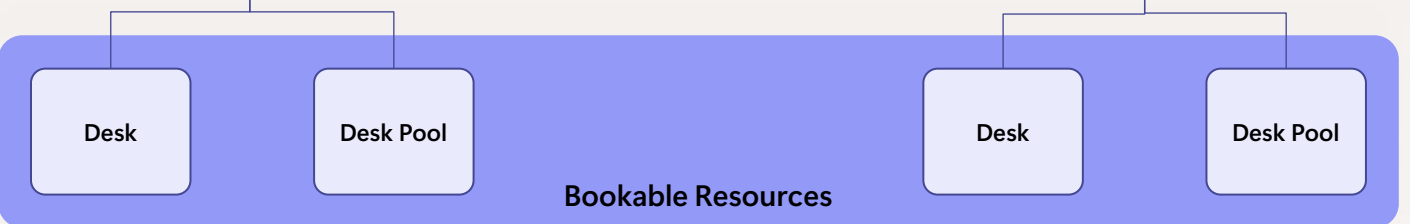
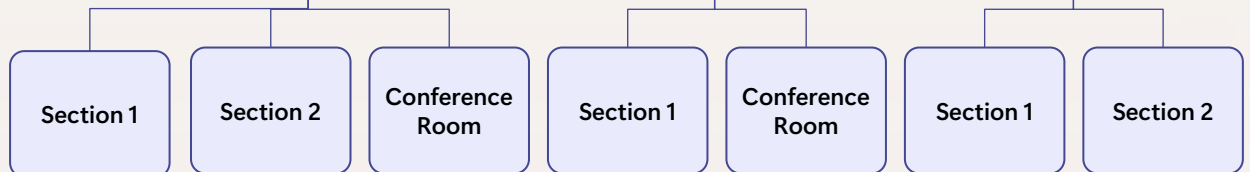
Top level
Buildings:



Floors:



Sections:



Getting started

Step 1:

Install and use the latest PowerShell 7.

Step 2:

Ensure you have the required permissions to manage Places. You will require the **TenantPlacesManagement** (to manage Places) and the **MailRecipient** (to manage users and mailboxes) roles. If you are already assigned the Exchange Administrator Role, you are all set.

Step 3:

Using the principle of least privileges, you can assign the **TenantPlacesManagement** and **MailRecipient** roles specifically. It's recommended to assign these role to a group and then use role group membership to manage access.

Step 4:

Install and update the Microsoft Places module.

[Learn more about management prerequisites](#) at Microsoft Learn.

Configuring buildings and floors

If your environment currently utilizes Room Lists to distinguish between buildings and floors, we recommend using Approach #1; if the Room Lists do not represent all your workplaces, we recommend Approach #2.

Find detailed instructions at [Configure buildings and floors – Microsoft Places | Microsoft Learn](#).

Approach #1

- Microsoft Places will generate the hierarchy on your behalf.
- The **Initialize-Places** cmdlet is utilized to parse existing rooms and workspaces.
- You will have the opportunity to verify and edit the generated hierarchy (also known as the Places Directory) in the *ResourceAccountsMapped.csv* file.
- Only rooms and workspaces that are associated to a **RoomList** and not yet parented to a floor and building in the Places Directory will be included.

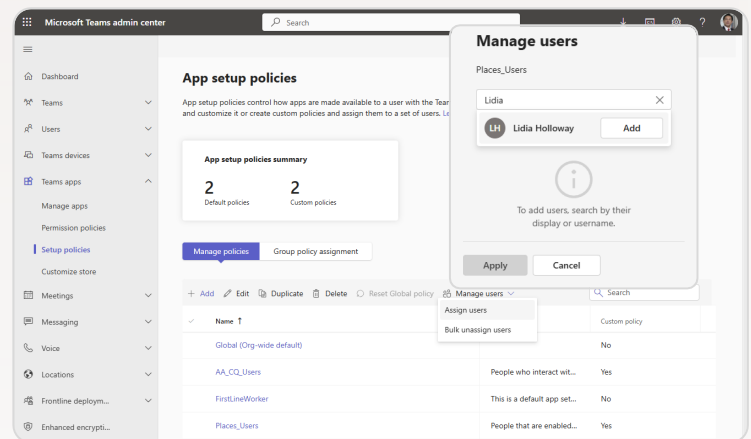
Approach #2

- Manual configuration.
- Planning and setup of all your buildings, floors, sections, rooms, and desk pools.
- For deploying core features across all locations, you must at a minimum create your buildings. (Floors are optional).

Enabling Places for end users (core features)

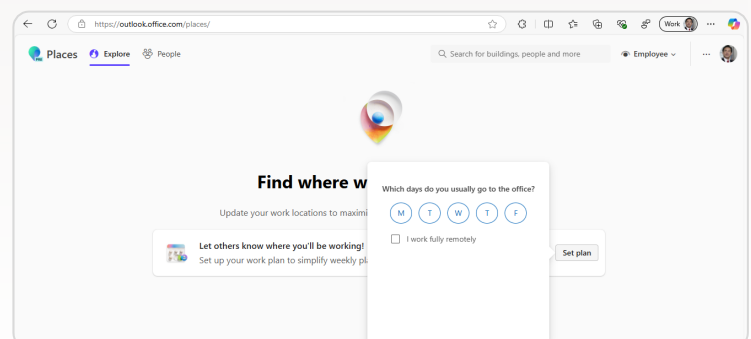
For Admins: Pin the Teams app for specific users

Create a custom policy to pin the Places app to the left rail.



For Users: Setting your work plan

Click on the **Set plan** button and select the days you plan to go to the office.



Configuring bookable resources

Take the same approach options for configuring bookable desks and rooms as you did for configuring buildings and floors. Find detailed instructions at [Configure bookable resources – Microsoft Places | Microsoft Learn](#).

To enable automatic reservations upon plug-in, notifications when a seat is taken, and further admin insights on desk usage and more, map your peripherals to your desk resource accounts in the Teams Pro Management portal. Find detailed instructions at [Setting up bookable desks in Microsoft Teams – Microsoft Teams | Microsoft Learn](#).

Creating and deploying floorplans

While not strictly required, setting up floorplans makes the Microsoft Places experience better for end users. It allows users to see building floor layouts, find points of interest, and helps them find nearby rooms and desks. Before beginning, you should:

- Locate floor plans for your office building.
- Determine the file format for your current floor plans (they likely require conversion).
- Determine if you would like to convert yourself or contract with a partner who specializes in creating and correlating IMDF files for Microsoft Places.

Option #1:

Partner engagement (recommended)

- Specialized partners can help convert an existing floorplan into the proper format for use with Microsoft Places.
- The creation and correlation of IMDF files is very time-intensive with a steep learning curve.

Option #2:

Manually create your floor plan

- Manual floor plan creation involves crafting IMDF files in a specific format for Microsoft Places.
- The IMDF files must also have all the bookable resources configured properly so they can be correlated to the objects that are created with Exchange and Places.

Enable Places finder in PowerShell. Learn more at [Turn on Places finder – Microsoft Places | Microsoft Learn](#).

Set up analytics

Microsoft Places analytics provide a comprehensive view of planned vs. actual occupancy for buildings, rooms, and desk pools.

For Admins: Enable analytics

Follow the steps at [Microsoft Places Analytics – Microsoft Places | Microsoft Learn](#).

For Users: Enable analytics

Access the Analytics view within the Places experience.

