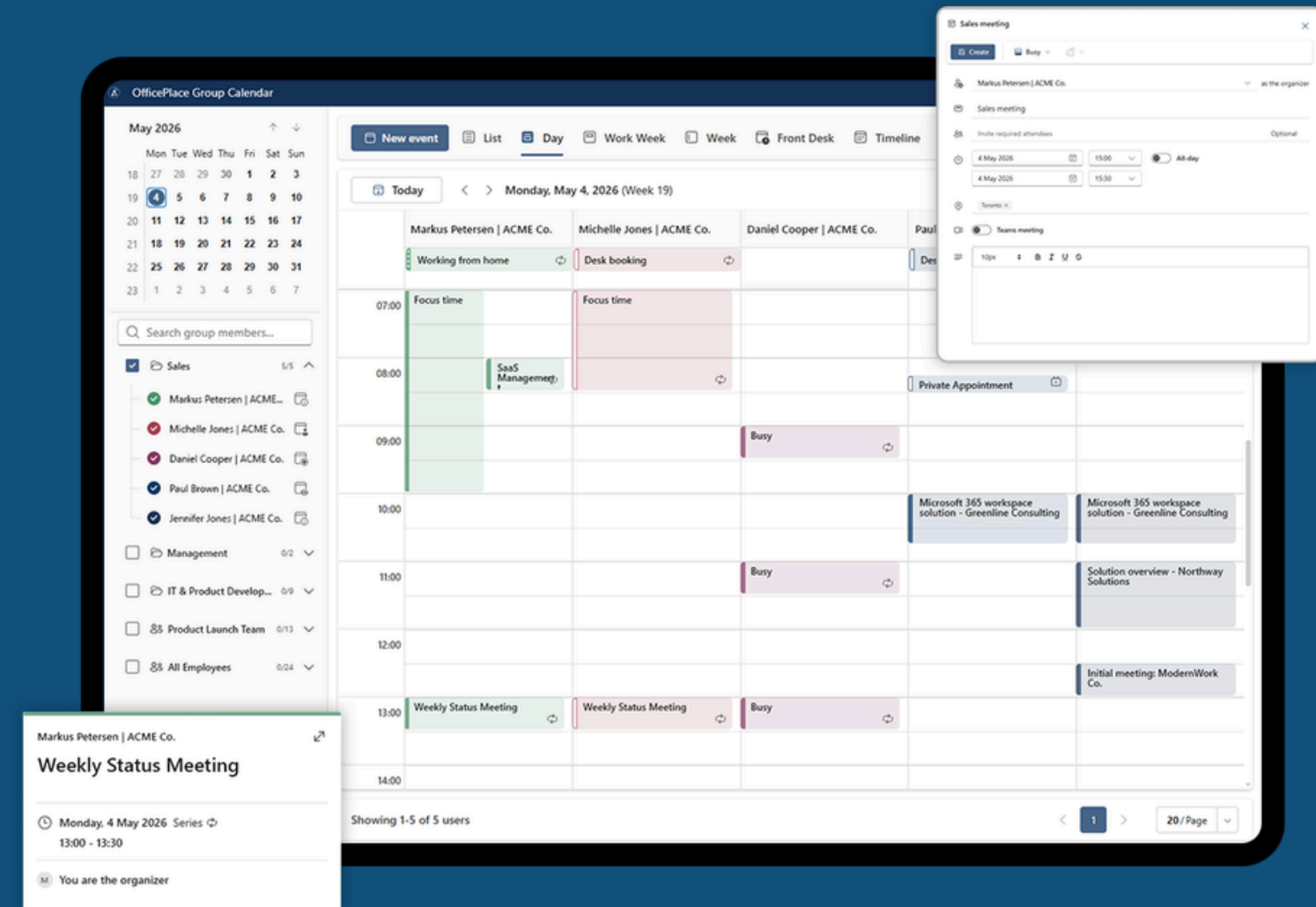


OfficePlace Group Calendar

Calendar Management Software for Microsoft 365

One shared overview of multiple Outlook®
and Microsoft 365 calendars.

[Learn more at www.add-on.com](http://www.add-on.com)



Microsoft Partner

The Challenge

Calendar complexity slows collaboration

- ✓ Meetings planned across many calendars
- ✓ Limited visibility creates conflicts and delays
- ✓ Back-and-forth communication wastes time
- ✓ Hybrid work increases planning complexity

Ready to explore?

Contact us at www.add-on.com/contact.



The Solution

OfficePlace Group Calendar gives teams a clear, shared view of multiple calendars, making planning, booking, and coordination faster and simpler.

- ✓ One place for all relevant calendars
- ✓ Clear visibility across teams and departments
- ✓ Faster, more confident scheduling



Add-On Products

OfficePlace Group Calendar

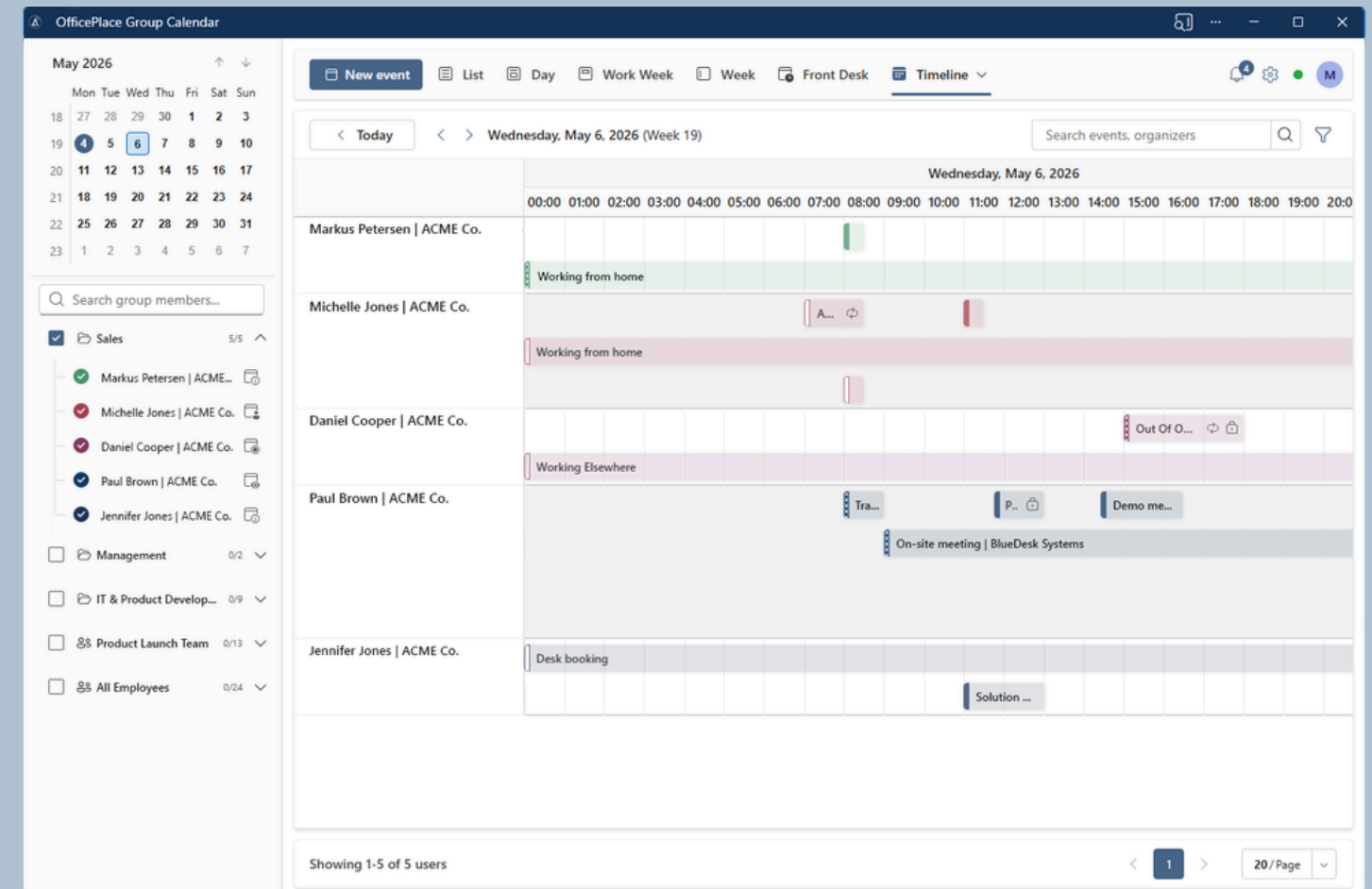
Book demo



Key Benefits

Save time. Reduce friction. Improve productivity.

- ✓ View and compare multiple calendars at once
- ✓ Book meetings directly across colleagues' calendars
- ✓ Real-time synchronization prevents conflicts
- ✓ Drag-and-drop changes with immediate updates



Book demo



Built for Modern Work

Supports office, remote, and hybrid teams

- ✓ Access shared calendars anytime, anywhere
- ✓ Works in the office, on the go, or offsite
- ✓ Ideal for coordination across departments and locations
- ✓ Improves flexibility without losing control




Better Communication & Planning



Improve collaboration across the organization


- ✓ Shared visibility improves internal communication
- ✓ Front Desk View supports better visitor experiences
- ✓ Group calendars for teams, departments, and projects
- ✓ Better planning for daily operations and projects



Markus Petersen | ACME Co. 

Weekly Status Meeting

 Monday, 4 May 2026 Series 
13:00 - 13:30

 You are the organizer

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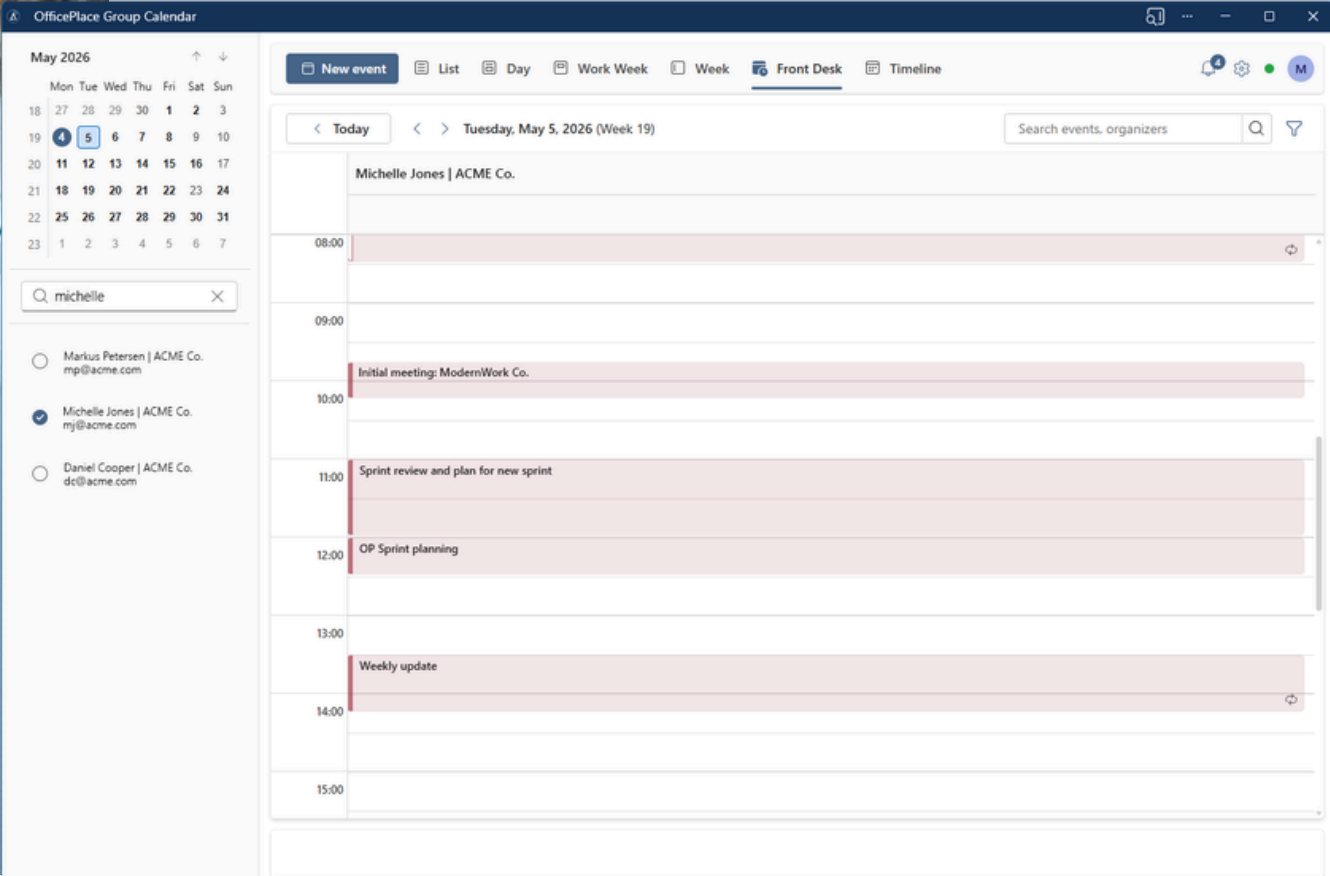
☰ List
📅 Day
📅 Work Week
📅 Week
📅 Front Desk
📅 Timeline

Flexible Calendar Views

Choose the view that fits the task

- ✓ List, Day, Work Week, and Week views
- ✓ Front Desk View for reception teams
- ✓ Timeline View for long-term planning and capacity overview

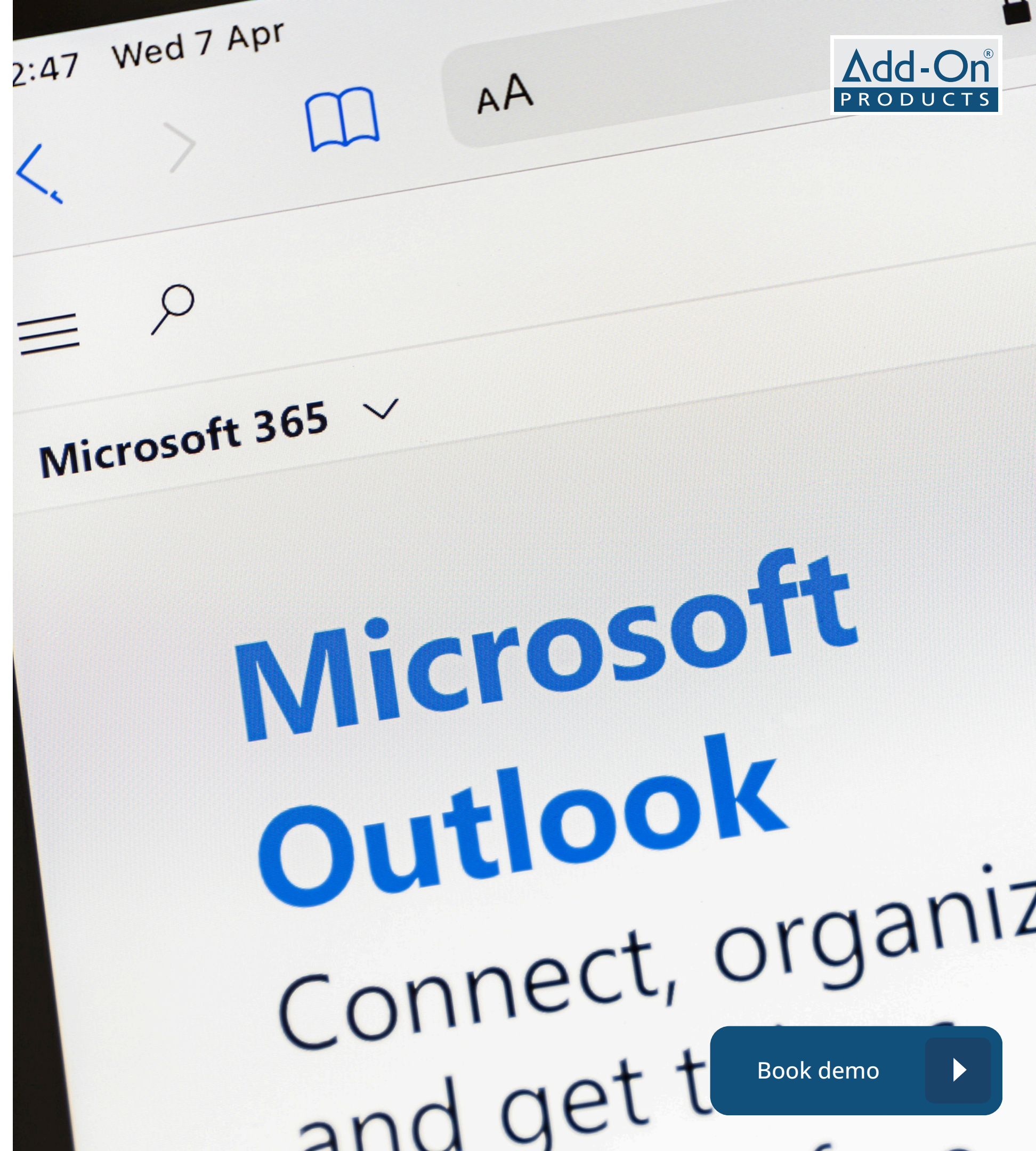
Book demo 



Works with Microsoft 365

Built with Microsoft in mind

- ✓ Integrates with Outlook® and Microsoft Teams
- ✓ Uses Exchange Online and Microsoft Graph
- ✓ Secure login with Microsoft Single Sign-On (SSO)
- ✓ Respects existing Outlook permissions



Cloud-Based & Easy to Use

Fast to start. Easy to maintain.

- ✓ Cloud-hosted on Microsoft Azure
- ✓ No installation or local infrastructure
- ✓ Automatic updates and high availability
- ✓ Access via browser, PWA, Outlook, or Teams



Book demo





Get started with OfficePlace Group Calendar

Contact us today for a demo or consultation.

Get Started



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