

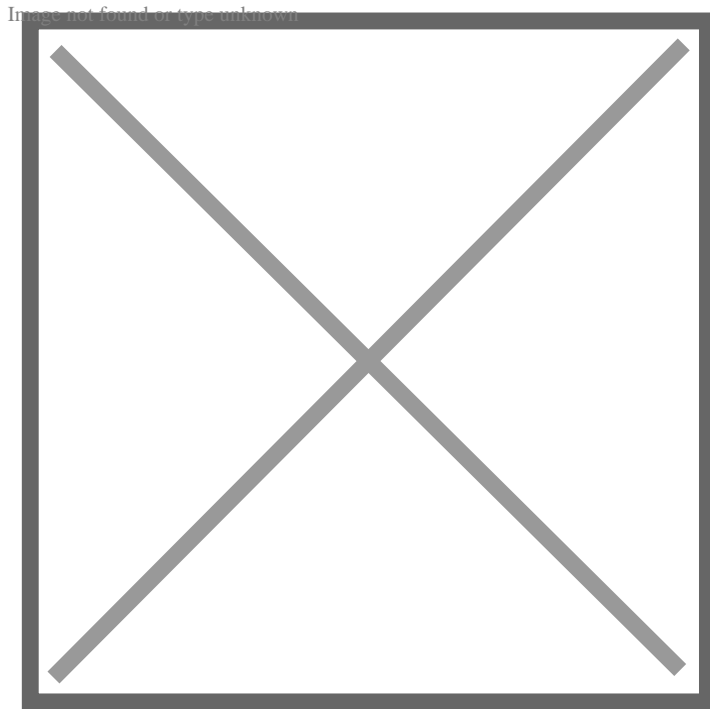
Set up a hybrid event in Outlook [1]

June 30, 2026 by [ES and UIS Communications](#) [2]

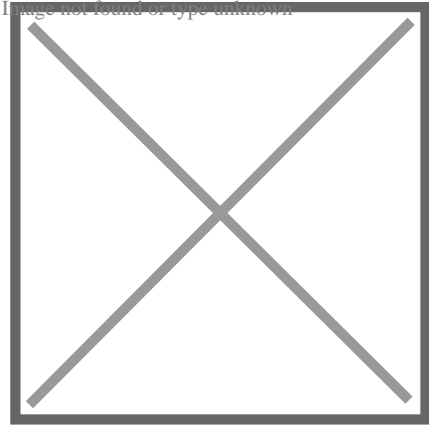
Outlook now allows you to mark an event as in-person, prompting attendees to indicate how they plan to join when they RSVP.

Note: If your goal is to prioritize in-person attendance, do not add a Teams or Zoom link to the invite. Including a virtual meeting link gives attendees an easy out to join remotely, even if you intend for the event to be held in person.

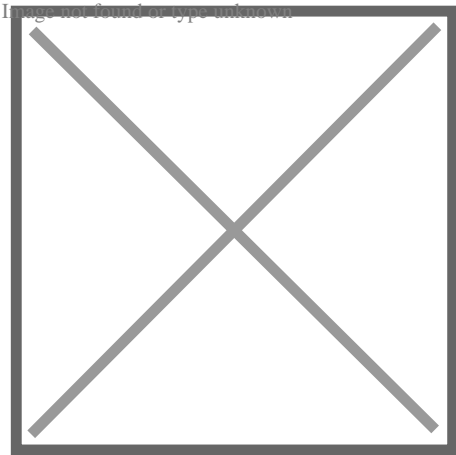
2. Within your **Outlook Calendar**, click **New Event** or **New Meeting**.



3. On the **Event** tab, click the **Location** field.



4. In location settings, select **In-person event**.



5. Type the physical address or room name for your meeting location.

6. Fill in your attendees, title, date and time, and any other details.

7. Click **Send**.

Once the invite goes out, attendees will see options to respond **In-person** or **Virtually**, giving you a useful headcount for both groups before the event.

TIP: If you decide later to accommodate remote attendees, you can update the invite to include a Teams or Zoom link. Keep in mind that adding a virtual option may shift some attendees from in-person to remote.

Outlook Calendar [3], hybrid work [4], Microsoft [5]

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