



Kapost Summer 25' Release

Summer's Calling—but Your Campaigns Don't Take Vacations





Summer '25 Release

Out of Office, On Point: Stay in
Sync, Even on the Go.

Calendar Out of Office

- Never miss a beat—plan smarter and collaborate better with built-in Out-of-Office management

Microsoft Teams Update

- faster team collaboration, feedback loops and smoother communication between content and content teams on the go.

Collection of Enhancements

- 6 new feature requests submitted by you and your peers



Calendar Out Of Office

Drive stronger planning and more efficient execution by making team availability visible and actionable throughout the platform

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Calendar Out Of Office

Kapost's new Out-of-Office (OOO) Management feature empowers users and teams to better plan, collaborate, and execute by making availability crystal clear.

- **Improves planning transparency** by embedding OOO visibility directly into calendars, avatars, and Studio workflows.
- **Reduces project risk and last-minute disruptions** by ensuring task owners and collaborators are aware of availability before assigning work.
- **Increases in-platform engagement** by eliminating the need for third-party tools to manage and communicate leave schedules.

Need More Help?

You may find help Documentation [Here](#) on the Community Website

The image displays three screenshots of the Kapost interface illustrating the Out of Office (OOO) Management feature.

Top Screenshot: Shows a calendar view for January 2025. A modal window for "Sasuke Uchiha-OOO" is open, allowing users to add a message (e.g., "Going out for a vacation with family"), set dates and times (e.g., 01-01-2025 09:00 AM to 01-03-2025 10:00 PM), and delete the OOO entry. The calendar shows various OOO entries for different users.

Bottom Left Screenshot: Shows a "Task Assignee(s)" selection modal. It lists users and their OOO status, such as "Abdelrahman T. OOO (02-21-2025 to 02-23-2025)" and "Alex Wilber Saraboe OOO (01-03-2025 to 03-03-2025)".

Bottom Right Screenshot: Shows a content list with a modal window for a user's OOO status. The modal displays the user's name (SS sowmya s), a message ("Going out for a vacation with family"), and the date and time range (Start: 01-01-2025 (09:00AM), End: 01-03-2025 (10:00PM)).

Calendar Out Of Office

Strategic Goals for This Feature:

- Enables proactive resource planning through integrated OOO calendars and filters.
- Minimizes miscommunication and reassignment delays by surfacing OOO status in task workflows and Studio views.
- Streamlines cross-functional coordination by clearly identifying who's available and when.
- Empowers users to manage their unavailability independently without manual processes.
- Supports compliance and reporting needs by keeping leave records in-platform.

What Success Looks Like:

- Users actively set OOO time with minimal friction via a clean, integrated UI.
- Project and content timelines are adjusted proactively based on visible team availability.
- Fewer missed deadlines due to absent owners or contributors.
- Decrease in task reassignment requests and escalations during leave periods.
- More teams rely solely on Kapost for availability tracking—reducing dependency on external calendars or email threads.

Calendar Out Of Office

What to look for

- **New “Out of Office” button** on the Calendar interface.
- **OOO event bars** visible on Calendar with toggle option.
- **OOO badges/icons** on avatars and next to user names in dropdowns (within Studio).
- **OOO preview panels** for quick insights into absence duration and reason.
- **Calendar filters** to view only OOO events.

Who’s impacted, where

- **Admins:** Can view and plan around team-wide OOO events; maintain operational oversight.
- **Editors:** Can avoid assigning tasks to unavailable contributors; use calendar filters to optimize scheduling.
- **Contributors:** Can easily set and manage their own OOO status and avoid tasks while out.
- **Project Managers:** Gain better forecasting and risk management through team-wide visibility.
- **Collaborators (Cross-functional):** Instantly see who’s available in Studio for faster, smarter content planning.



Kapost and Teams Integration

Foster better team collaboration, feedback loops, and smoother communication between content and content teams

Summer '25 Release

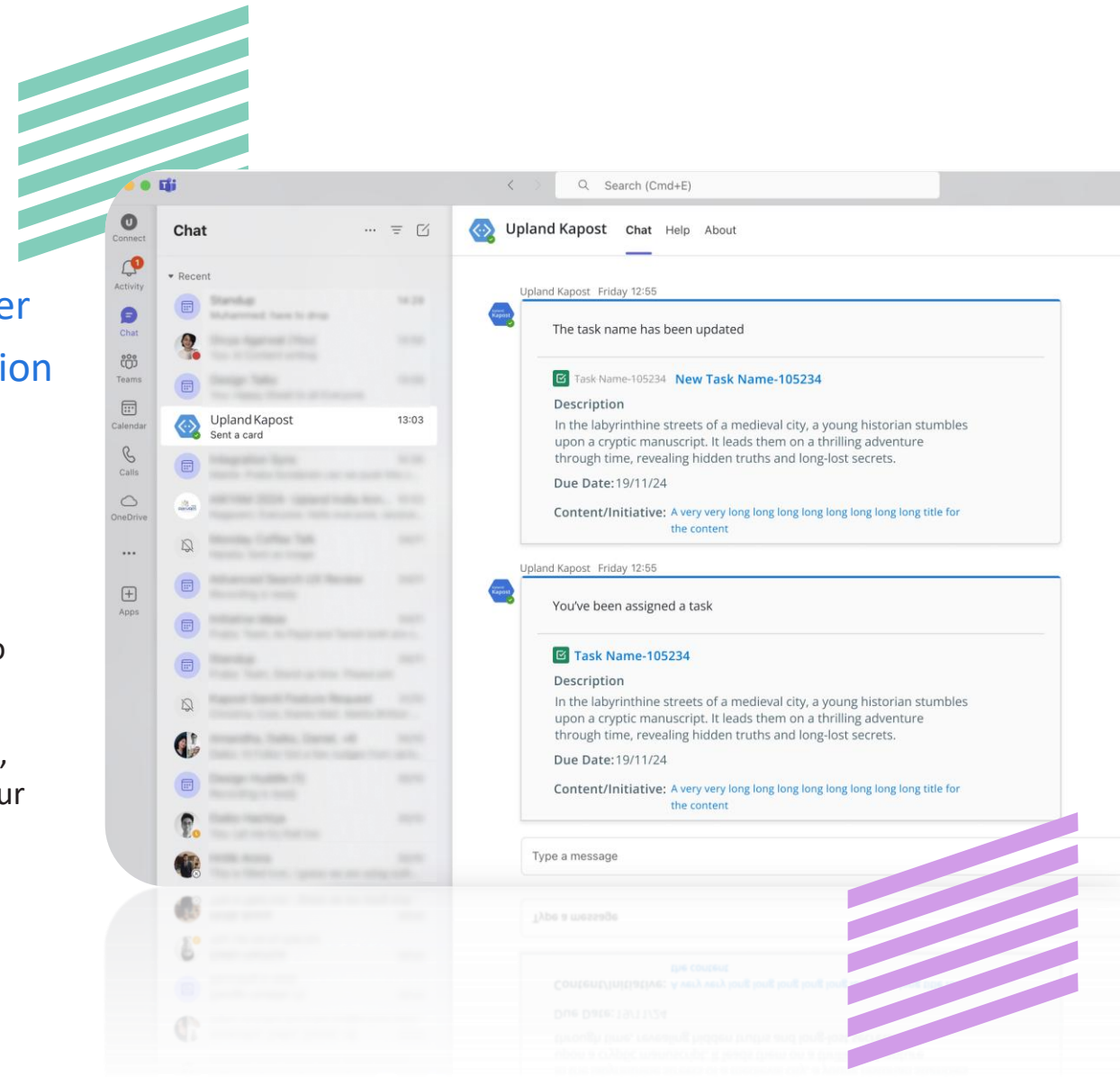
Kapost & Teams – What's New

Enjoy the updates to the Kapost and Microsoft Teams with faster team collaboration, feedback loops and smoother communication between content and content teams on the go

- **Receive @ Mention updates directly in Teams:** Get notified in real-time—helping your team stay aligned and take action, faster
- **Never Miss an Update:** Automatic alerts for overdue tasks, up next tasks, @ mention updates, replies to comments and content annotations and more to ensure nothing slips through the cracks, keeping your projects on track
- **On-the-Go Communication:** Stay connected with your content team anytime, anywhere, with real-time updates and seamless collaboration throughout your content workflow, right in your hands with the Microsoft Teams Mobile App

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Kapost & Teams

Strategic Goals for This Feature:

- Improve cross-functional collaboration
 - This integration is designed to break down silos and ensure that all teams are aligned and informed in real-time with the goal of increasing the flow of communication between different departments
- Increase Operational Efficiency and Reduce Communication Friction
 - Automate the flow of Task updates into Teams and reduce the time spent on manual updates, check-ins and status meetings, allowing teams to focus on execution
- Enhance Accountability and Task Visibility
 - Improve visibility to all stakeholders on the progress of critical deliverables to create a more accountable team through added transparency, and encourage teams to row together to meet deadlines

What Success Looks Like:

- Campaign Managers are tracking progress on campaigns and content creation directly within Teams – no more toggling between systems to stay updated
- Content teams are keeping their content stakeholders informed with automatic updates on content production, deadlines and approvals
- Sales teams are staying aligned with marketing on campaign progress and to see when sales enablement content or collateral will be ready for use
- Project Managers are keeping all team members on task with automated, real-time updates, reducing delays and increasing efficiency



Enhancements

A collection of features delivered throughout Q4 fielded from you!



Improved Experiences

- Content links are now included in exported CSV files for custom reports.
- Configure a timeframe (up to a week, month, or quarter) to highlight only content added within that period as NEW for guest users in Public Gallery Collections.
 - [Documentation](#)
- Content file is now available as a separate column in content catalog.
- Canvas public views can now be restricted by IP address for improved security.
 - [Documentation](#)
- Now bulk apply values to multi-select custom fields using copy-paste, avoiding the need to select each value individually.
 - [Documentation](#)
- Admins can now add a guide to content types, helping users create content more easily.
 - [Documentation](#)



What's Coming Next



Upcoming Product Engagement

- **Q4 Release**
 - Related and Similar Content AI
 - Supporting Attachment Folders
- **Kapost Ask The Expert Webinar TBD**

Contact your CSM if you are interested in participating and providing feedback in any of these engagement touchpoints.



Thank you.