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Teams Work Location Sharing: Coworking and Your Employer

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Executive Summary

Teams work location sharing is a coworker-facing coordination signal, not a record of where a laptop was used. In Microsoft's documentation, automatic updates come from two signals only: a connection to a wireless network or a connection to a desk peripheral (learn.microsoft.com). Both must be configured in the user's own organization: a network or peripheral belonging to another organization is ignored (learn.microsoft.com). For a Montreal employee who buys a day pass at an independent coworking operator, the operator's guest Wi-Fi is another organization's network, so Teams is not expected to change the profile automatically. The employee's own manual choice remains available at any time (support.microsoft.com).

The feature is off by default in every tenant and must be enabled and configured by administrators (mc.merill.net). Organizations can choose an opt-in or opt-out end-user experience (techcommunity.microsoft.com), and the user must also consent to the Teams desktop app accessing the operating system's location (learn.microsoft.com). Microsoft states that the feature is "not a tracking tool" (learn.microsoft.com) and is built for collaboration rather than compliance (learn.microsoft.com). A Teams display therefore proves neither attendance nor compliance with a workplace agreement.

Disabling the visible signal does not switch off every data system. Teams location consent covers emergency calling and IT insights separately, and managed Windows devices are an exception to the consent prompts (learn.microsoft.com). On organization-managed devices, location settings are on by default and only IT can turn them off (support.microsoft.com). Microsoft's October 2026 data summary says administrators control whether required or optional diagnostic data is sent (www.microsoft.com). On after-hours behavior, Microsoft's Learn administration page says that a connection after a user's set work hours does not update the work location (learn.microsoft.com). Only a bookable-desk support article's statement that a plug-in after work hours sets the location until 11:59 PM diverges, and it may describe a different mechanism (support.microsoft.com).

For Quebec readers, the decision is therefore two separate questions. First, did the employer approve the coworking workday, in writing? Second, how should Teams represent it? Quebec's private-sector privacy act requires prior notice when technology able to locate a person is used to collect information

(www.legisquebec.gouv.qc.ca), and Éducaloi describes monitoring as acceptable only when justified, targeted, proportionate and framed by clear policies (educaloi.qc.ca). This report covers product behavior only and is not legal advice.

Introduction and Background

Hybrid work has made the question "where is this person working today?" a routine part of team coordination. Statistics Canada reported that 9.8% of employed Canadians had a hybrid arrangement and 11.4% worked exclusively from home in May 2026 (www150.statcan.gc.ca), with the Labour Force Survey reference week running from 10 to 16 May 2026 (www150.statcan.gc.ca). For Quebec, the Institut de la statistique du Québec reported that about 35% of the 2022 workforce did some telework, mostly in hybrid mode (statistique.quebec.ca), with rates around 45% in the Outaouais and Montreal regions (statistique.quebec.ca). No official statistic on coworking use by remote employees was located.

Many of those hybrid workers use a Microsoft work or school account, which is created in the organization by an administrator (support.microsoft.com). Microsoft added a "work location" field to Teams profiles, and by default anyone in the organization using Teams can see, in nearly real time, locations shared by others (learn.microsoft.com). A second layer arrived with automatic detection through office Wi-Fi or desk peripherals. Microsoft's roadmap record lists the Wi-Fi capability as launched, with general availability dated June 2026 (www.microsoft.com), and a Message Center mirror records the rollout start as early June 2026, previously early May (mc.merill.net). Availability in any particular tenant is a configuration question, not a date.

Coworking raises a distinct version of the question. An employee at a shared workspace in Montreal is neither at home nor in the employer's building. Colleagues may ask what the Teams badge means, the employer whether the day was approved, and the employee whether the laptop reports the coworking network to anyone. Microsoft's documentation answers these through three different mechanisms.

This report treats them separately:

- **Coworker-visible signal:** what the Teams and Outlook work-location field shows to colleagues, and who controls it.
- **App and operating-system consent:** the permissions that let Teams use location for specific purposes such as emergency calling and IT insights.
- **Managed-device and diagnostic data:** records that an employer's administrators or Microsoft may hold regardless of the visible badge.

The publisher of this report is a Montreal coworking and virtual-office provider, so readers should note the commercial interest. The analysis relies only on independent documentation and makes no claim about how any specific operator's network is configured. Where a fact depends on a tenant's settings or an operator's infrastructure, the report marks it unknown.

Definition and Taxonomy: What a Teams Work Location Is

Planned location, actual location, and sharing

Microsoft's current administrator documentation separates two signals. Planned work location is user-entered intent, set through work plans. Actual work location is a detected or manually set location based on check-in activity. Automatic check-in applies only to the actual signal, and the planned location remains unchanged. Employees set plans in the Teams calendar by choosing the days they work in person or fully remote (support.microsoft.com).

Manual entry follows its own path. In Teams desktop, a user opens the account manager and changes or clears the work location (support.microsoft.com). The change applies to the remainder of the day and appears in both Teams and Outlook (support.microsoft.com). A user can add a building only if it belongs to their own organization (support.microsoft.com), which matters for coworking: there is no documented way to add a coworking operator's premises as a building in the employer's directory unless the employer's administrators have created it in Places.

Whether colleagues see the result is a separate setting. Users choose whether to share their work location with coworkers in Teams and Outlook Calendar settings. For manual entry, the Teams documentation says users must opt in by manually setting up their work locations, and that by opting in they enable anyone in the organization to view the information. Microsoft's Teams blog says sharing workplace presence and using workplace check-in are separate decisions (techcommunity.microsoft.com).

What the badge is not

The same page that documents automatic detection is explicit about limits. Microsoft states the feature gives administrators no monitoring or reporting views and no historical location data (learn.microsoft.com). It also notes that users can mark themselves in the office, or even in a specific building, while working from home (learn.microsoft.com). For an employer, a "remote" or "in the office" label therefore cannot settle whether a coworking day was authorized. For an employee, truthful manual entry is the intended way to tell colleagues about a workplace the employer's network does not know.

Four systems often merged

Table 1 below separates the four systems that people often merge when they ask whether Teams "tracks" them. It is a documentation map, not a measurement of any tenant.

System	What it concerns	Who sets or sees it	Authoritative statement
Planned work location	User-entered intent for future days in the calendar	The user sets it; sharing is a user choice	Planned location is separate from automatic check-in (learn.microsoft.com)
Work-location sharing (actual)	Coworker-visible in-office, building or remote signal	User sets or clears manually; admins can enable automatic detection for configured networks and peripherals	Off by default; user can override all day (mc.merill.net) (support.microsoft.com)

System	What it concerns	Who sets or sees it	Authoritative statement
Emergency and IT-insight location	Teams use of operating-system location for emergency calling and for admin troubleshooting	User answers a consent prompt; managed Windows devices are an exception	Choices are "full location access" or emergency only (learn.microsoft.com)
Admin diagnostic and device records	Call-quality, call-analytics, required diagnostic data and device-management records	Administrators, within their roles	Admins control whether required or optional diagnostic data is sent (www.microsoft.com)

Turning off work-location sharing changes only the second row. Teams location consent and admin records are governed elsewhere, and the rows differ in who can change them: the employee controls the first two, the employee and the device administrator share the third on managed Windows devices, and administrators hold the fourth.

How Automatic Detection Works and What Administrators Configure

The two signals

Automatic detection runs through a policy that administrators enable. Microsoft says it responds to network-change events, such as connecting to or switching between Wi-Fi networks or waking a device from sleep, and does not continuously poll location (learn.microsoft.com). A Teams administrator enables the feature in Teams, and an Exchange administrator configures the SSID (network name) and BSSID (access point identifier) lists. The documented order is buildings and floors first, then the SSID list, then the BSSID list. Microsoft's Places licensing table lists automatic check-in via corporate Wi-Fi or a supported peripheral as a core Places capability (learn.microsoft.com), and Microsoft says checking in to a building, room or desk does not require an additional license.

The terms matter for the coworking question. An SSID uniquely identifies a wireless local area network (info.support.huawei.com), while a BSSID is the MAC address of an access point (info.support.huawei.com). Cisco Meraki's documentation similarly states that each SSID on an access point is represented by a unique MAC address known as a BSSID (documentation.meraki.com). A coworking operator's access points carry their own BSSIDs. Unless an employer's administrator has mapped them in the employer's tenant, which would require the operator's cooperation, the employer's Teams has no record of them. Microsoft's description is that building-level detection requires the BSSID list (learn.microsoft.com), and that without buildings, the feature can only determine in-office or remote (learn.microsoft.com).

The tenant boundary

The rule most relevant to coworking appears in two Microsoft pages: automatic update works only when users connect to a peripheral or wireless network configured in their tenant (learn.microsoft.com), and connecting to the networks or peripherals of another organization is ignored (learn.microsoft.com). A coworking operator is,

from Teams' point of view, another organization. A trade explainer reaches the same reading (www.windowslatest.com), and another says Teams detects a building only when the device connects to a configured corporate wireless network (www.fdaytalk.com).

Consent modes and who decides

The policy exposes two behaviors for Wi-Fi: in Inform mode, location is shared with coworkers unless the user opts out, and in Ask mode it is not shared unless the user opts in. The PowerShell reference states that the default for the Wi-Fi setting is Ask (learn.microsoft.com), and Microsoft's Teams blog says individuals remain in control of whether the feature works on their device (techcommunity.microsoft.com). Microsoft's Learn page states that workplace check-in requires end users to consent to the Teams desktop app accessing the operating system's Location API (learn.microsoft.com), so confirm the exact consent flow with IT.

Platforms, network types and timing

Detection is limited to the Teams desktop app on Windows and macOS; web and mobile versions are not supported (learn.microsoft.com). Wi-Fi-based check-in is also not supported when the device is connected to Ethernet, either directly or through a docking station (learn.microsoft.com), which matters for a wired coworking desk or dock.

Documented discrepancies

Three discrepancies appear across Microsoft's pages. The after-hours point is largely answered by the Learn administration page, with one divergent statement noted below; the other two are left open.

- **After-hours behavior.** Microsoft's Learn administration page says that at the end of a user's working hours the actual location is cleared and that a connection after the set work hours does not update it (learn.microsoft.com), and its FAQ answers "No" to whether workplace check-in works outside working hours (learn.microsoft.com). The Message Center text likewise says the location is cleared at the end of working hours (mc.merill.net). The one divergent statement is the bookable-desks wording that a plug-in after work hours sets the location until 11:59 PM (learn.microsoft.com), repeated in the Teams support article (support.microsoft.com). That wording appears on peripheral-based bookable-desk pages and may describe a different mechanism, so confirm it in the actual tenant if it matters.
- **Preview status.** The Work Plans page (updated July to August 2026) says wireless detection is in preview and expected to reach general availability soon (learn.microsoft.com), while the roadmap record lists it as launched with June 2026 general availability (www.microsoft.com). The October 2026 configuration page carries no preview note.
- **Docks.** A June 2026 Teams blog names a display or a desk dock as examples of configured peripherals (techcommunity.microsoft.com), whereas the bookable-desks page says support for docking stations and webcams is coming soon (learn.microsoft.com).

A wording difference also concerns visibility. The Teams support article says a detected location is only visible to the user in their profile card (support.microsoft.com), while the Places page says coworkers can see the signal when the user has chosen to share. Employees should check what a colleague actually sees.

Six Coworking Scenarios

Table 2 applies the documentation to the situations a Montreal employee or small-team owner is likely to face. Every row is conditional: cells say what Microsoft documents, not what any operator or employer has configured.

Scenario	Network or peripheral owner	Tenant configuration needed for automatic update	Coworker-visible signal	Other data systems still in play	Employee control	Unresolved fact
1. Independently purchased day pass, ordinary guest Wi-Fi	The coworking operator	None would match: another organization's network is ignored (learn.microsoft.com)	Whatever the user sets manually; automatic change not expected	Emergency location and IT-insight consent still apply to the app	Manual set or clear at any time (support.microsoft.com)	Whether the employer ever mapped the operator's access points (not documented as a normal case)
2. Employer-configured dedicated desk on an employer-controlled network	The employer's tenant (administrators map SSID and BSSID)	Policy enabled plus the SSID list is enough for an in-office label; the BSSID list and buildings add building-level detail (learn.microsoft.com)	In the office or a building, if sharing is on	Same as row 1, plus admin diagnostics	Opt-in or opt-out per policy mode (techcommunity.microsoft.com)	Whether the operator permits an employer-controlled network or mapping
3. Employer-managed dock or bookable-desk peripherals	The employer registers the peripherals	Peripherals associated to desks or pools by an admin (learn.microsoft.com)	In the office or a building when plugged in and opted in (support.microsoft.com)	Desk reservation and usage reports in the admin portal (learn.microsoft.com)	Manage-my-work-location toggle; location stays under user control	Dock support is described as coming soon; the bookable-desks page words after-hours plug-ins differently from the check-in page, so a tenant test is an optional confirmation
4. Employee's personal portable display or dock	The employee	Not registered in the tenant, so no documented match; bookable desks need a unique serial number (learn.microsoft.com)	Manual only	Device-level records remain subject to employer policy	Manual set or clear	Microsoft does not address a personal display directly

Scenario	Network or peripheral owner	Tenant configuration needed for automatic update	Coworker-visible signal	Other data systems still in play	Employee control	Unresolved fact
5. Operator's meeting-room equipment (another organization's room)	The operator or its own tenant	Room or peripheral association belongs to the owning tenant (the article's inference)	Another organization's peripherals are ignored for the employee's work location	Room usage reports belong to whoever administers the room	Manual set or clear	Whether a visiting user's client is recorded in the owner's reports is not documented
6. Employee-owned device with a work account	The employee owns the device	Same tenant rules; Teams desktop on Windows or macOS (learn.microsoft.com)	Manual, or automatic only where the tenant's own networks apply	Managed-device exception applies only where the employer manages Windows OS location settings	OS location choice is the user's unless IT manages it (support.microsoft.com)	Whether the employer's policy requires enrollment of personal devices

A day pass is the simplest case for work-location sharing and the least informative for the employer: nothing in the documentation makes an ordinary guest network produce an "in the office" label, so manual entry is the only signal colleagues receive. Rows 2 and 3 need deliberate action by the employer's administrators and, in row 2, cooperation from the operator. Rows 4 and 5 are the least documented; Microsoft's pages do not cover them, so the outcome is unknown.

Consent, Managed Devices and Diagnostic Data

Operating-system and app consent

Teams location consent is a different mechanism from voluntary work-location sharing. Microsoft's user-location page describes a consent experience that gives users the choice of when and how Teams can use their location data. "Allow all" covers emergency calls and IT Admin insights and troubleshooting, and in that case location data is sent to the Call Quality Dashboard (CQD) for analysis (learn.microsoft.com). Choosing "Keep emergency only" stops location data being sent for IT insights. Users can change the choice later. Microsoft's support article recommends "Allow all" so that IT administrators can continue to troubleshoot network issues (support.microsoft.com).

These choices interact with automatic work location. A Microsoft Q&A moderator said that selecting "Emergency Calls only" at the initial prompt prevents BSSID-based detection from functioning; this is community-forum guidance, not product documentation, and it should be confirmed in a test tenant.

At the operating-system layer, Windows states that when location services are off, apps do not receive device location and some may not be able to access information about Wi-Fi networks (support.microsoft.com). On a Mac, Location Services is switched per app (support.apple.com), and the Mac determines its location using information from local Wi-Fi networks (support.apple.com). Apple's deployment documentation says administrator-supplied defaults apply only when the user selects Allow at the prompt (support.apple.com).

The managed-Windows exception

The Teams location-consent page states that its new consent flow does not affect managed devices where operating system location settings are controlled by the device administrator. It adds that the behavior applies to Windows devices only. The end-user support article says that on devices managed by the organization, the settings are on by default and only the IT administrator can turn them off. For an employee, the practical implication is that a prompt on a personal laptop and an absence of a prompt on a managed laptop are expected, and neither says anything about what the employer has chosen to do with the data.

Admin-side records

Several administrator tools exist independently of the work-location badge:

- **Call Quality Dashboard.** CQD is an org-wide tool for monitoring call and meeting quality. Records with identifiable fields are kept for 28 days (learn.microsoft.com), and other CQD data is kept longer. Microsoft notes that if users deny non-emergency location, CQD cannot provide administrators with the BSSID of the client endpoint (learn.microsoft.com). By implication, a BSSID of a coworking access point can be a field in an employer's call records when location consent is "Allow all".
- **Call Analytics.** Some support roles can see per-call details such as the SSID.
- **Audit and usage reports.** Microsoft Purview Audit (Standard) is enabled by default for organizations with the appropriate subscription (learn.microsoft.com).
- **Device management.** Intune includes a separate Locate Device action that lets administrators pinpoint the physical location of managed devices that are lost, stolen or misplaced (learn.microsoft.com).

These items are documented capabilities, not statements about what any employer does. Their presence explains why a disabled work-location badge cannot be read as proof that no location-related data exists anywhere.

Diagnostic data in the October 2026 summary

Microsoft's Teams data-collection page, labelled October 2026, describes required diagnostic data as necessary to keep products up to date, secure, and working as expected (www.microsoft.com). It says no optional diagnostic data is collected for the Teams desktop and web client (www.microsoft.com) and that optional diagnostic data applies only to the mobile app (www.microsoft.com). A Microsoft Learn administrator page, by contrast, says optional diagnostic data will be sent unless the setting is changed and that work or school account users cannot change the level themselves. The two pages may describe different platforms or have been updated at different times; this report cites both and does not reconcile them. Microsoft states that it does not use personal data to track users or for marketing (www.microsoft.com). None of this is evidence about any particular employer's collection.

Implementation Guidance for Employees and Small Employers

Step one: approve the workday, then choose the signal

The workspace decision should come first. In Quebec, the CNESST notes that the employer decides whether to introduce telework in its business (cnesst.gouv.qc.ca), that telework can take place at home or in another designated place (cnesst.gouv.qc.ca), and that worker and employer rights and obligations remain broadly the same in a telework context (cnesst.gouv.qc.ca). A Teams badge cannot substitute for that approval. The sequence this report recommends is: approve the workplace in writing, decide which signal colleagues need, and only then configure or ignore automation.

Employee checklist

1. **Confirm the account type.** A Teams account for work or school is administered by the organization. A personal Teams account is a separate product; this report's findings do not apply to it.
2. **Check the client.** Automatic detection is documented for the Teams desktop app on Windows and macOS only (learn.microsoft.com).
3. **Open the privacy settings.** If the setting is missing, Microsoft's guidance is to check with the IT department (support.microsoft.com).
4. **Check the sharing choice.** Verify what colleagues can see, and set or clear the location manually when the day differs from the plan.
5. **Review operating-system permissions.** Confirm whether the device is managed. On a managed Windows laptop, IT may control location settings.
6. **Ask IT and the manager** the questions in the list below before connecting to any new workspace.

Questions to ask IT:

- **Tenant status:** Is workplace check-in enabled, and for which user groups?
- **Mode:** Is Wi-Fi set to Inform (opt-out) or Ask (opt-in)?
- **Mapped networks:** Are any non-employer networks or peripherals mapped, and by whom?
- **Device management:** Is the laptop enrolled, and does policy control operating-system location?
- **Diagnostics:** Is "Allow all" the expected Teams location choice, given the recommendation to keep IT troubleshooting possible?
- **After-hours behavior:** Does the tenant behave as Microsoft's Learn page describes, with no automatic update after working hours (learn.microsoft.com)? Microsoft's check-in FAQ covers peripherals as well as Wi-Fi, and only the bookable-desks page words a plug-in after hours differently, so a tenant test is an optional confirmation.

Questions to ask the manager:

- **Approval:** Is a coworking day approved, and is notification by calendar or message enough?
- **Signal:** Is "remote" an acceptable manual label, or should the badge show something else?

When manual, truthful entry is sufficient

For most day-pass situations, manual entry covers the coordination need. The change applies to the rest of the day and shows in Teams and Outlook, and Microsoft's support article says the work location stays under the user's control. The label should be accurate; Microsoft's page notes that users can mark themselves incorrectly, so accuracy depends on the employee and the policy rather than the software. This report does not recommend using any setting to misrepresent a location; the aim is agreement between employee and employer on what the badge means.

Small-employer checklist

Quebec small-team owners who reimburse coworking or run a satellite workplace need a business purpose and a notice before they enable anything.

- **Transparency:** The Privacy Commissioner of Canada calls transparency about employee monitoring fundamental (www.priv.gc.ca).
- **Business purpose:** Write down why colleagues need the signal (for example, who is reachable for in-person work) and why attendance verification is not the aim, consistent with Microsoft's collaboration framing.
- **Minimum necessary information:** Prefer the in-office versus remote distinction, which is what Microsoft says the feature can determine without building configuration. Avoid mapping building-level data unless it serves the purpose. The Office of the Privacy Commissioner says employers must limit collection of employee information to only that which is necessary (www.priv.gc.ca) and recommends monitoring that is reasonable, proportionate and minimally intrusive (www.priv.gc.ca).
- **Notice:** Quebec's private-sector act requires an organization that collects personal information using technology with functions allowing a person to be identified, located or profiled to inform the person beforehand (www.legisquebec.gouv.qc.ca), including of the means offered to activate those functions (www.legisquebec.gouv.qc.ca). The Commission d'accès à l'information's consent guidelines say such functions must be deactivated by default (www.cai.gouv.qc.ca) and that the person must take a positive step to activate them (www.cai.gouv.qc.ca). Whether Teams work-location sharing falls within that provision is a legal question that this report does not answer.
- **Power imbalance:** The CAI's guidelines acknowledge the employer and employee context specifically (www.cai.gouv.qc.ca).
- **Impact assessment:** The act requires a privacy impact assessment for projects involving information systems or electronic service delivery that handle personal information (www.legisquebec.gouv.qc.ca), proportionate to the sensitivity of the information (www.legisquebec.gouv.qc.ca).
- **Legal review:** For Law 25 and employee-monitoring questions, obtain employer-specific legal advice. Plain-language guidance from Éducaloi says employers must inform employees when they use technological means (educaloi.qc.ca), and the privacy authorities have urged employers to be transparent about monitoring policies (www.cai.gouv.qc.ca).

The Charter and Civil Code provide background rather than a Teams-specific rule. The Quebec Charter recognizes a right to respect for private life (www.legisquebec.gouv.qc.ca), and the Civil Code recognizes a right to the respect of reputation and privacy (www.legisquebec.gouv.qc.ca) and lists keeping a person's

private life under observation by any means as an example of an act that may invade privacy (www.legisquebec.gouv.qc.ca). An employer also owes duties to protect an employee's health, safety and dignity (www.legisquebec.gouv.qc.ca). The federal act covers employee information only for federal works, undertakings or businesses (laws-lois.justice.gc.ca), while several provinces have their own legislation (www.priv.gc.ca).

Consented demonstration with fictional data

A tenant administrator can validate behavior without changing a live organization by using a test tenant and fictional data:

1. Create a fictional "Test Building A" in Places and a fictional SSID mapped to a lab access point's BSSID, and enable a test policy for a test group only.
2. Sign in on a lab laptop with a fictional account, grant operating-system location consent, opt in under Ask mode, wait for propagation, connect to the lab network, and record what a second fictional account sees.
3. Connect to an unmapped network and confirm the signal does not change, consistent with the documented ignore rule. Optionally, test an after-hours peripheral connection to confirm the tenant matches Microsoft's check-in page.
4. Reset: clear the manual location, disable the policy, remove the mapping, and revoke the operating-system permission.

Do not run this on production accounts or on a real coworking network without the operator's consent.

Questions before buying a Montreal pass or configuring a satellite desk

- Is the pass an independent employee purchase or an employer arrangement?
- Does the operator provide a dedicated network or only a shared guest network?
- Does the operator use a captive portal, where network access is limited until requirements are fulfilled (www.rfc-editor.org), as is common in places offering short-term access (www.rfc-editor.org)?
- Is guest traffic isolated from the operator's internal network (documentation.meraki.com), and does that affect the employer's call-quality records?
- Will the operator allow an employer to map access points, and who owns the change record?

This report makes no assertion about the network mapping or employer integrations of any provider, including the publisher.

Data Analysis and Evidence

The quantitative base for this topic is thin, and the report makes no claim about the share of employers using automatic work location or the number of Montreal workers using coworking. The figures below are the verified ones.

Workplace statistics

- **National work location, May 2026:** 11.4% of employed Canadians worked exclusively from home (www150.statcan.gc.ca), 9.8% were hybrid (www150.statcan.gc.ca), and 78.8% worked exclusively outside the home (www150.statcan.gc.ca). Source: Statistics Canada, Labour Force Survey, released 5 June 2026.
- **Quebec telework in 2022:** the Quebec rate was below Ontario's, at 34.6% against 39.1% (statistique.quebec.ca), with most teleworkers in hybrid mode (statistique.quebec.ca); Montreal and Outaouais were around 45% (statistique.quebec.ca). The ISQ release is dated 6 February 2024 and refers to 2022 data.
- **Small businesses and remote work:** the ISQ's business-conditions note says hybrid is the most common remote mode among Quebec businesses (statistique.quebec.ca). The data refer to the second quarter of 2024.

These statistics show that hybrid arrangements are a sizable minority pattern. They say nothing about coworking use.

Time, retention and cost parameters in the documentation

Microsoft documents these retention periods:

- **Actual work location:** cleared at the end of working hours (mc.merill.net).
- **CQD identifiable fields:** kept for 28 days.
- **Purview Audit (Standard):** records retained for 180 days (learn.microsoft.com).

The first item belongs to the visible signal, while the CQD and audit items belong to separate administrator systems with their own clocks.

A cost framework without invented rates

If an employer wants to cost the setup, the formula is: admin setup hours multiplied by the employer's own loaded hourly cost, plus any actual licensing or support quotes. The documentation lists no separate license for basic work-location display or automatic check-in: Places core features are available on listed plans such as Microsoft 365 Business and E-series. Users with on-premises Exchange mailboxes cannot share work location with colleagues. This report leaves the rate and hours cells empty because no rate is sourced.

Workspace options for an employer-approved Montreal workday

Table 3 compares workspace options by the Teams-related questions this report covers. It contains no prices because no independent price source was used.

Option	Network owner	What the Teams badge is likely to show	What to confirm
Home	The employee	Manual entry; automatic update only if the employer mapped the home network, which is not a documented default	Employer policy on home networks
Employer office	The employer	In the office or a building where mapped	Tenant mode and consent
Coworking operator in Montreal (day pass, desk, private office, meeting room)	The operator, unless the employer arranges a separate dedicated network	Manual entry; the operator's ordinary network is another organization's network and is ignored	Whether the operator supports an employer-controlled network or mapping; this report makes no claim either way
Employer satellite desk	Employer or landlord, depending on lease	Automatic only if the employer configures the network or desk peripherals (support.microsoft.com)	Who administers the network and the peripheral registration

Table 3 keeps the coworking row neutral. For a day pass the employee should expect manual entry, whereas an employer's satellite desk is the only option in which the employer's own configuration is likely to produce an automatic result, and then only after deliberate setup.

Frequently Asked Questions (FAQs)

Can my employer track my location with Teams?

The work-location feature is documented as a coordination signal. Microsoft states that it is not a tracking tool, gives administrators no monitoring or reporting views and no historical location data, and does not retain movement over time (techcommunity.microsoft.com). That does not cover other tools: administrator call-quality records, device management and audit logs exist separately. Ask IT which are in use.

Can the employer see my work location in Teams?

Colleagues in the organization can see a location when sharing is on, and by default anyone in the organization using Teams can see shared locations in nearly real time (learn.microsoft.com). Sharing is a user choice for the work-location signal.

Does Teams automatically detect my work location from Wi-Fi?

Only where an administrator has enabled and configured it, and only on networks or peripherals configured in the user's tenant. It is off by default (mc.merill.net).

Does Teams set my location when I use coworking Wi-Fi?

Connecting to another organization's network is ignored. A coworking operator's ordinary Wi-Fi therefore does not set the employer's building. Exceptions require the employer to configure that network in its own tenant.

Can I set my work location to a coworking space in Teams?

Teams offers manual remote and office choices, and a building can be added only from the employer's own organization. French-language Microsoft pages use "lieu de travail" in the page title (support.microsoft.com), and Microsoft's machine-translated administrator pages use "emplacement de travail". There is no documented coworking-specific location type. Agree locally on which label (usually remote) represents a coworking day.

What admin settings control the feature?

A Teams administrator enables the policy, an Exchange administrator configures SSID and BSSID lists, and the Wi-Fi default is Ask unless changed.

How does this relate to a remote work policy?

A Teams badge is not a substitute for a policy. The employer decides whether telework takes place and where (cnesst.gouv.qc.ca), and any monitoring should be transparent and proportionate (www.priv.gc.ca).

Does a Montreal coworking Wi-Fi change who sees my network?

The employer's Teams does not map the operator's network unless configured. Depending on the location-consent choice, a network identifier can still appear in call-quality data.

Implications and Future Directions

Documentation will keep moving. The capability has appeared under several names, including automatic update and workplace check-in, and Microsoft's pages differ on preview status and dock support, and one bookable-desks page words peripheral after-hours behavior differently. A durable employer policy refers to the tenant's own tested behavior, with a dated test record, rather than quoting a page that may be revised.

For employers, the more important shift is semantic. Microsoft frames the signal as collaboration, not compliance, so a policy that treats the badge as attendance evidence is using the feature against its documented design. Quebec's guidance points the same way: Éducaloi describes monitoring measures as acceptable only when justified, targeted and proportionate (educaloi.qc.ca), and the CAI has noted that location-related data are highly sensitive (www.cai.gouv.qc.ca).

Several facts need local verification: tenant availability, Windows versus macOS behavior in the actual client version, current policy labels, the effect of a mapped coworking network, and employee-owned versus managed devices. The matrix above is a map of what to test.

Conclusion

Teams work location sharing answers a narrow question: what a person chooses to show colleagues, or what an administrator has configured the client to infer from the organization's own networks and peripherals. It does not answer whether a coworking workday was approved, whether an employee complied with a contract,

or what else the employer's device and diagnostic systems hold. Microsoft's own pages say that other organizations' networks are ignored, that the feature is off by default and that it is built for collaboration, not oversight.

For a Montreal employee with a day pass, manual and truthful entry is usually sufficient, once the employer has approved the workplace. For an employer that configures a dedicated desk, the work shifts to administration, notice and proportionality, with legal review for Quebec requirements. Where Microsoft's documents differ, as the bookable-desks page does on after-hours plug-ins, the right move is to test in the actual tenant and record the date and client version. Readers comparing workspace options in Montreal can start with the questions above.

Source links

Links cited in this article, in order of first appearance. Full addresses are provided for readers using extracted text.

1. https://learn.microsoft.com/en-us/microsoft-365/places/configure-auto-detect-work-location
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Our workspace options include private offices, day passes and desks, and a conference room. These formats help individuals and teams compare a dedicated office with more flexible ways to work or hold a meeting. Prospective members can explore the virtual tour, review current pricing and book a visit before choosing a workspace.

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