

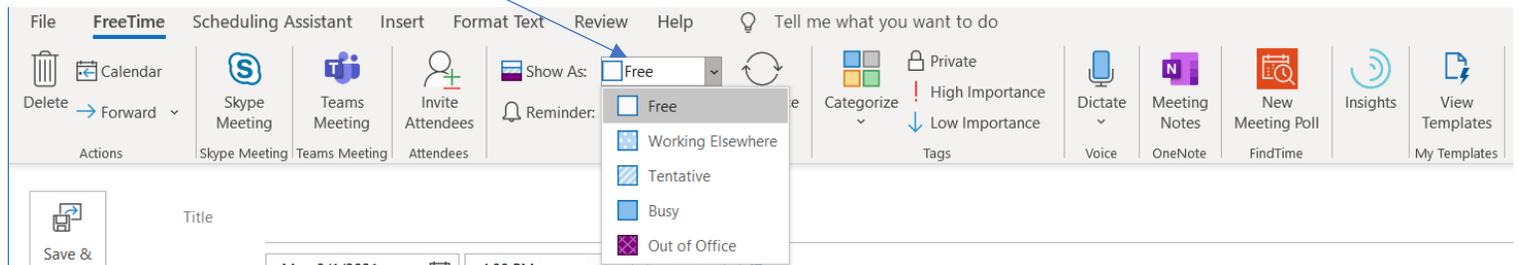
# Microsoft Teams – Lesson 4 setting your status

Your “status” in Teams provides information about whether you are available to chat or meet.

Supporting Video: <https://www.youtube.com/watch?v=DSXe3Aq5eIA>

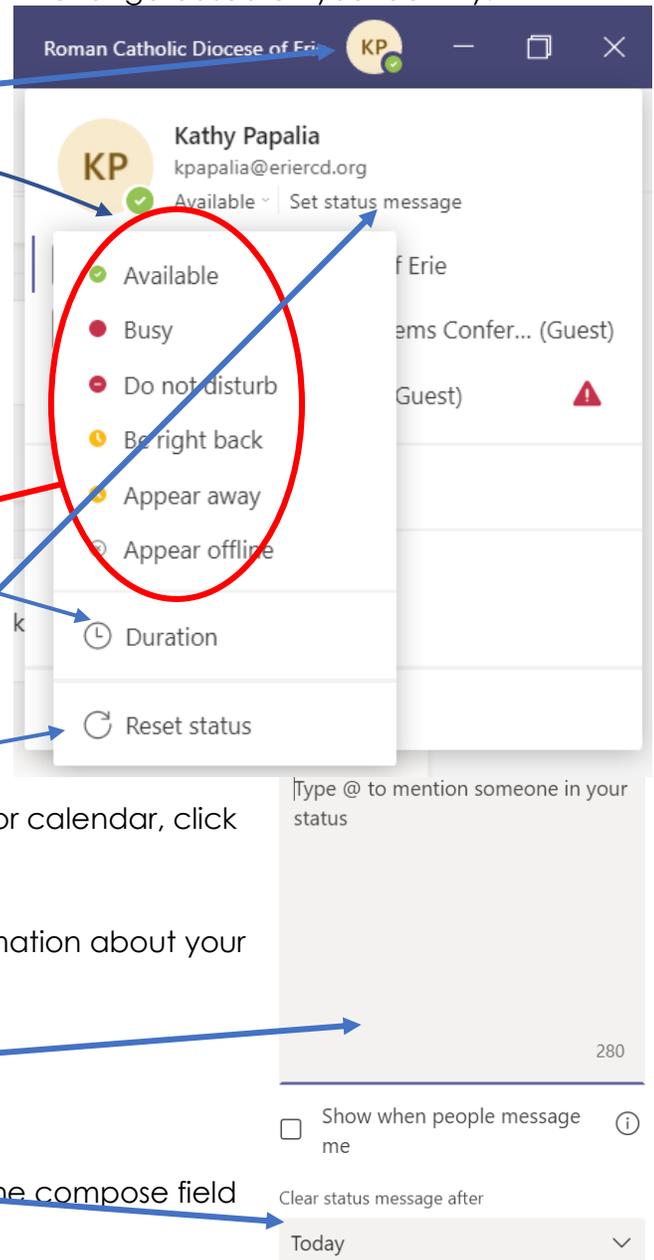
Teams can get your “status” from appointments you have entered in your Outlook calendar. In the screenshot below you can see where to set your status. While in an appointment, choose a status from the **Show As** drop down. What you choose will become your “status” in Teams too.

Teams will also set your status as “away” if your computer is inactive after a time.



You can also manage your status in teams manually so it doesn't change based on your activity.

1. Open Microsoft Teams.
2. Click your **initials** in the upper right corner of the screen.
3. Click your current status. This may say “available” or it could be whatever you last chose as your status.
4. Choose how your status is set:
  - a. **According to a schedule:** If you want Teams to reset your status according to a timeframe of your choosing, click **Duration**. Then choose your status, the duration the status should display and click Done.
  - b. **Static:** Choose any of these states so your status isn't affected by your calendar or computer usage.  
**Note:** if you choose **Busy**, you won't get notifications unless the message is urgent.
  - c. **Activity based:** If you want to reset things so Teams shows your status according to your activity or calendar, click **Reset status**.



Want to set a **custom message** to give senders detailed information about your status?

1. Click **Set status message**
2. Enter your outgoing message
3. Check the box
4. Choose a duration
5. Click **Done**. (This custom message will appear above the compose field in chats.)

## See availability status for all members of your team

At this time you cannot check availability for groups outside your team.

1. Open Teams
2. Click **Teams** on the left task pane
3. Click the ... next to your Team name
4. Choose **Manage Team** to see status symbols for YOUR entire team.

## Quick check a particular person's status

1. Open a blank email and address it to anyone with an eriercd.org address to see their status

\*Status symbols also appear when you add individuals to a Teams meeting.

## Teams status symbols

### User configured

✔ Available

● Busy

⊖ Do not disturb

🕒 Away

🕒 Be right back

⊗ Appear offline

### App configured

✔ Available

✔ Available, Out of Office. Note: Out of office is automatically set for the periods of time where the user sets "automatic replies". If the user is using the app during these periods of time, a dual presence might be shown, such as "Out of office, available".

● Busy

● In a call

● In a meeting

○ On a call, out of office

⊖ Presenting

⊖ Focusing. Focus happens when the users schedule focus time in MyAnalytics/Insights in their calendars.

🕒 Away

🕒 Away Last Seen *time*

⊗ Offline. When users aren't logged in on any of their devices for a few minutes, they appear offline.

○ Status unknown

🕒 Out of Office. Out of Office is used when an automatic reply is set. (Available in Outlook only.)