



How to Change Your Microsoft Teams Status

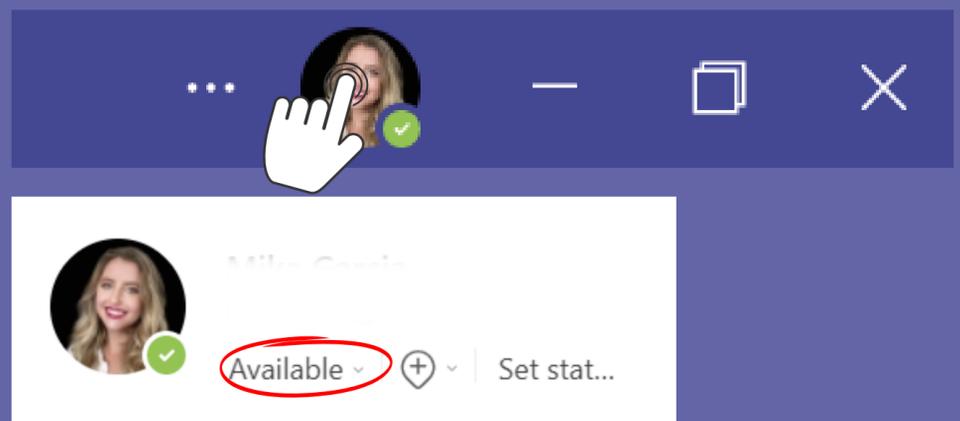


Setting and changing your Microsoft Teams Status is a great way to let fellow students, staff and faculty know your online availability. Students, staff and faculty are encouraged to be respectful of Teams statuses. For example, if someone's status is set to "Appear away," it can be assumed that the individual will not respond immediately to notifications.

Learn more about how to set a status in Teams below:

1 Open the Teams App and Click on Your Profile Picture on the Top Right

And select the status drop-down arrow below your name and NID@ucf.edu email address



2 Set Your Status by Selecting from the Available Options

- **Available** indicates your active status without any scheduled calendar events (such as meetings or calls). Teams will automatically switch your status from Available to "Appear away" when your computer is locked, or it enters idle or sleep mode. On mobile, this transition occurs when the Teams app is running in the background.
- **Busy** reflects your desire to concentrate on a task while receiving notifications. During a meeting or call, Teams will automatically change your status to "In a Meeting" or "In a Call (Busy)"
- **Do not disturb** signifies your intention to focus or share your screen without receiving notifications.
- **Be right back** denotes a temporary absence, manually selected and not set automatically.
- **Appear away** is chosen when you need to work without immediate responses.
- **Appear offline** indicates that you are not signed in to Teams and will not be available until you are online again. Notifications for incoming messages will still be received.

