

Title:

Change your status in Microsoft Teams.

Article Summary:

Users can perform all the below in Microsoft Teams:

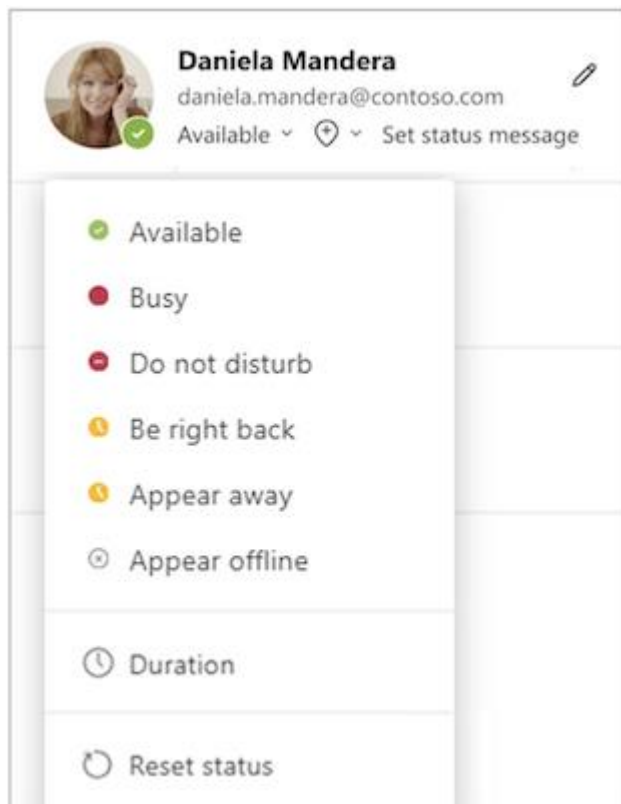
1. Change your status
2. Set your status message
3. Schedule and out of office status and
4. Get notified when someone's status changes

Full Article:

Change your status in Microsoft Teams:

If you want to make sure people know when you're busy or away from your desk, set your status in Teams. The little dot on your profile indicates if you're available or not.

Teams will automatically set the status in some cases, like when you're in a call. To explicitly set it yourself, go to your profile at the top of Teams and select one from the list.



You can also update your status from the command box. Type **/available**, **/busy**, **/dnd**, **/brb**, **/away**, or **/offline** to set your status as Available, Busy, Do not disturb, Be right back, Away, or Offline.

Here's more detail about each kind of status that you change:

Available is when you're active in Teams and don't have anything in your calendar (no meetings or calls, for example). Note that Teams will automatically set your status from Available to Away when you lock your computer or when it enters idle or sleep mode. On mobile, this will happen when the Teams app is in the background.

Busy is when you want to focus on something, and you **do want notifications** to pop up. If you're in a meeting or call, Teams will automatically change your status to "In a meeting" or "In a call "(Busy) when not set to Do not disturb.

Do not disturb is when you want to focus or present your screen and **don't want notifications** to pop up.

Be right back is when you want to say you're temporarily away. It's never set automatically.

Appear away is when you need to work without responding right away. In case of **inactivity for 5 minutes**, system will **automatically change status to away**.

Appear offline is when you want to indicate that you're not signed into Teams, so will not be responding until you're back online. You'll still receive notifications if anyone messages you.

Set a duration for your status

When you want to change your status for a specific period—for example, to set "Do not disturb" for an hour of concentrated work—you can set a duration so that Teams will automatically reset your status at the end of the allotted time.

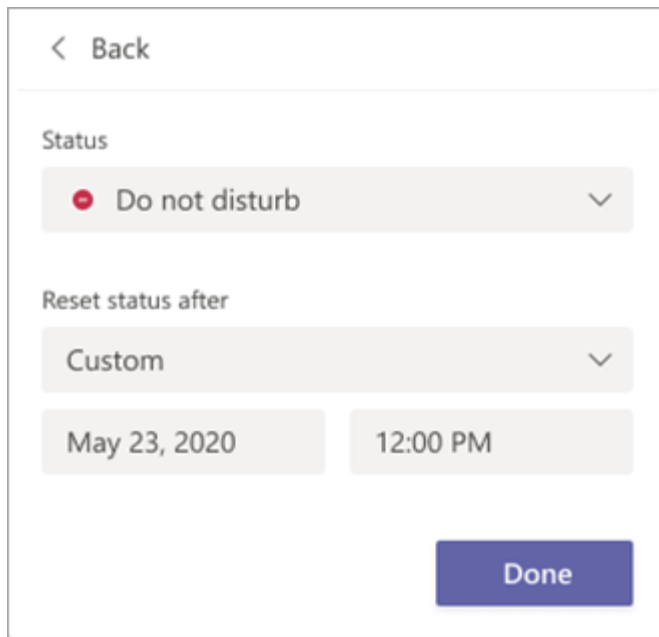
1. Select your profile picture, select your status, and then select **Duration**.

A screenshot of a user's status settings menu. At the top, the user's profile is shown with a circular profile picture of a woman, the name "Daniela Mander", the email "daniela.mander@contoso.com", and a status of "Available" with a green checkmark. To the right of the status is a plus icon and a "Set status message" link. Below this is a list of status options: "Available" (green dot), "Busy" (red dot), "Do not disturb" (red dot with slash), "Be right back" (yellow dot), "Appear away" (yellow dot), and "Appear offline" (grey dot). Below the list is a "Duration" option with a clock icon, which is highlighted with a red rectangular box. At the bottom is a "Reset status" option with a circular arrow icon.

2. Under **Status**, select the status you want to show going forward. Under **Reset status after**, select the amount of time you want that status to last

A screenshot of the "Set status" dialog box. At the top is a "Back" button with a left arrow. Below is a "Status" section with a dropdown menu showing "Do not disturb" with a red dot icon and a downward arrow. Below that is a "Reset status after" section with a dropdown menu showing "1 hour" and a downward arrow. At the bottom right is a blue "Done" button.

Or, if none of the suggested periods work for you, select **Custom** under **Reset status after** and enter the date and time manually.

A screenshot of the Microsoft Teams status settings interface. At the top left is a back arrow and the word "Back". Below this is a "Status" section with a dropdown menu showing "Do not disturb" with a red dot icon and a downward arrow. Underneath is a "Reset status after" section with a dropdown menu showing "Custom" and a downward arrow. Below the dropdowns are two input fields: "May 23, 2020" and "12:00 PM". At the bottom right is a blue button labeled "Done".

3. Select **Done**.

Undo a status duration

Simply select a new status. Alternatively, you can select your profile picture, select your current status, and then select **Reset status**.

See who is online

If someone is currently available on Teams, you'll see a green circle with a check mark next to their profile picture.

To see who on a team is online right now, go to the team name and select **More options** *** > **Manage team** > **Members**. Everyone who's online right now has the green circle with a check mark next to their name.

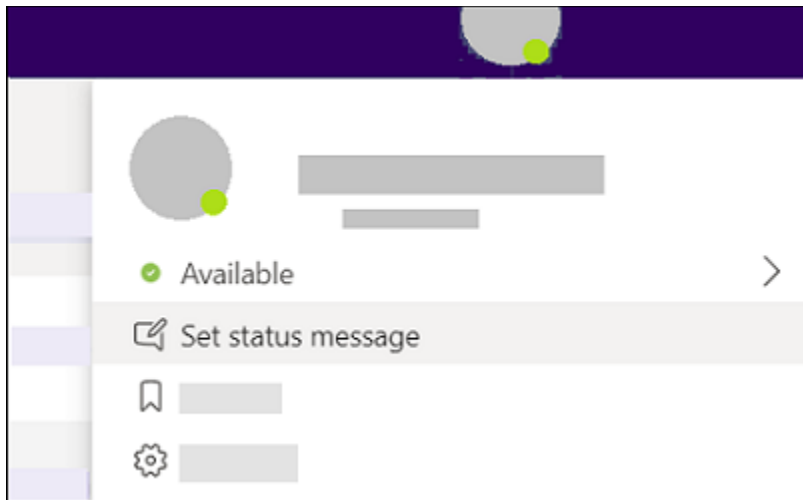
Set your status message in Microsoft Teams:

Set a status message in Teams to let others know what you're up to! Whether you're out of office or simply want to share a message for your contacts to see, status messages are a fantastic way to communicate.

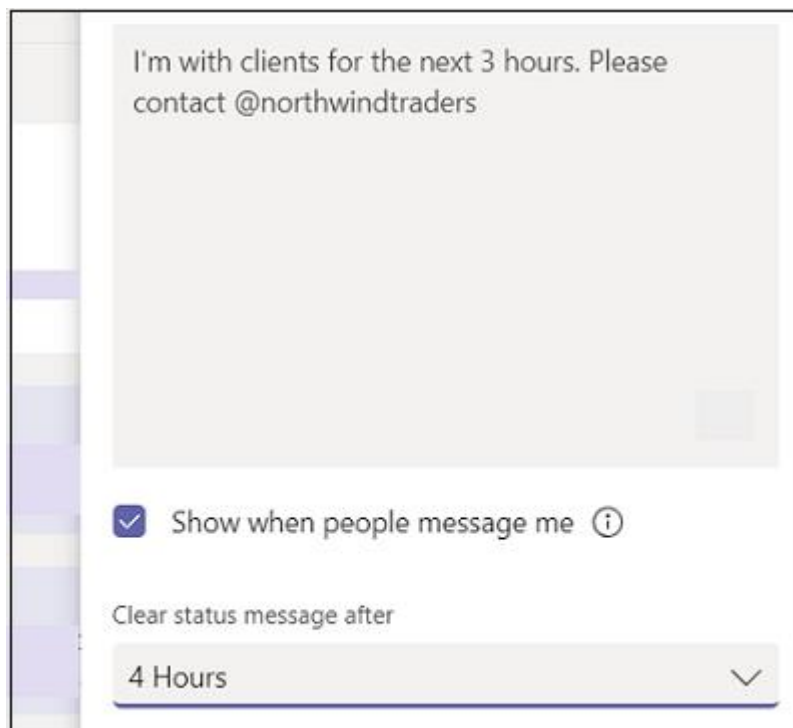
To set your status message in Teams for desktop:

1. Select your profile picture at the top of your Teams window.

2. Select **Set status message** to view options.



3. Type the message that you want others to see. If you want people to see your status when they message or @mention you, select **Show when people message me**.



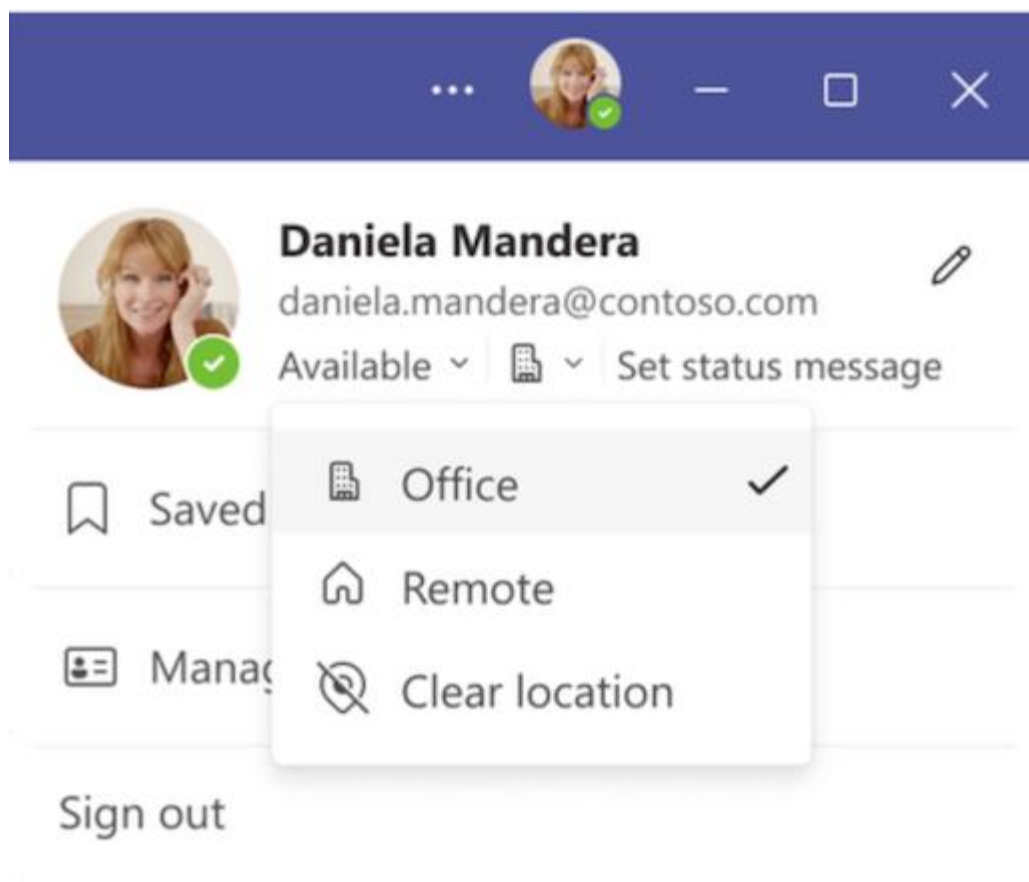
4. Choose how long you want the message to display before clearing by choosing a duration from the **Clear status message after** dropdown.
5. Select **Done**.

Set your work location in Microsoft Teams:

Let people know if you're working from the office or remotely by setting up your work location for the day. Now they'll know which days you'll be in the office or working from home, making it easier to coordinate in-person meetings.

To set your work location for the day in Teams:

1. Select your profile picture at the top right of Teams.
2. Next to your status, choose your work location from the location dropdown menu. Your changes will be applied to your work hours for the remainder of the day and will be reflected in both Teams and Outlook.



Update your work location:

When your schedule changes, it's easy to update your work location or clear it, right from Teams.

Select your profile picture and change or clear your work location. The new location will be applied to your work hours for the remainder of the day.

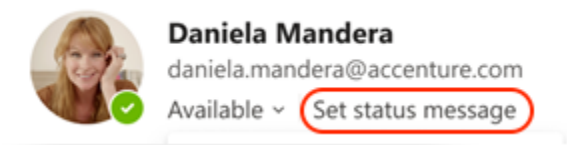
Schedule an out of office status in Microsoft Teams:

Set up an out of office status and message to let your teammates know you're not working or on vacation. When teammates send you a chat message, they'll see your out of office reply and know you're unavailable. Your out of office status will also sync with automatic replies in your Outlook calendar.

There are two ways to schedule your out of office status and message in Teams.

Option 1: Schedule an out of office from your profile picture

1. Go to your profile picture at the top of Teams and select **Set status message**.




2. Select **Schedule out of office** at the bottom of the options.


The screenshot shows a mobile interface for setting an out-of-office message. At the top is a 'Back' button with a left arrow. Below it is a large text input area with the placeholder 'Type @ to mention someone in your status' and a character count '280' at the bottom right. Under the text box is a toggle switch labeled 'Show when people message me' with an information icon to its right. Below that is a section titled 'Clear status message after' with a dropdown menu currently set to 'Today'. At the bottom are two buttons: 'Schedule out of office' (highlighted with a red rounded rectangle) and 'Done'.

3. From the screen that appears, turn on the toggle next to **Turn on automatic replies**.
4. Type an out of office message in the text box. This message will appear when people contact you in Teams or open your profile. It'll also be sent as an automatic reply in Outlook.
5. If you'd like to send an automatic message to people outside of your organization, select the check box next to **Send replies outside my organization** and choose between your contacts or all external senders. You can tailor your out of office message to this audience, or use the same message you typed above by copying/pasting it into the text box.
6. Based on when you'll be out of the office, pick the dates and times that your out of office message and status will start and stop displaying by selecting the check box next to **Send replies only during a time period**.

Out of Office

Set up a message to let others know you're on vacation or not available to reply. Your out of office status will also sync with your Outlook calendar.

Turn on automatic replies 

Out of office message 

I'll be out of the office on May 5th.

☐ Send replies outside my organization

☒ Send replies only during a time period

Start

May 5, 2021

12:00 AM


End

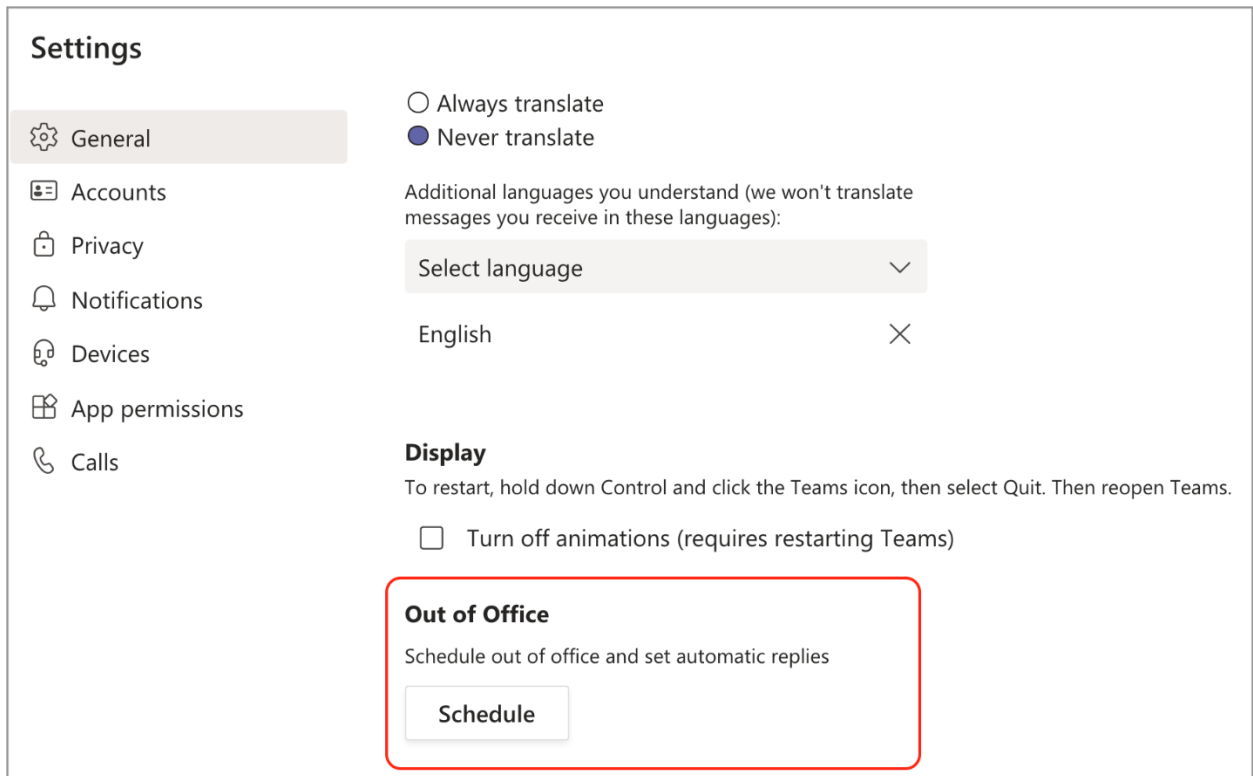
May 5, 2021


11:30 PM

7. Select the **Save** button.

Option 2: Schedule an out of office in settings

1. Go to your profile picture in the top right of Teams. Next, select  **Settings > General** and locate the **Out of Office section**.
2. Select the **Schedule** button to open the out of office screen. Then follow steps 3 through 7 as outlined in option 1 above to set your preferences.



To clear your out of office status and turn off your automatic reply in Teams, select your profile picture and go back to the Out of Office screen either from  **Settings > General > Out of Office** or by selecting **Set status message > Schedule out of office** from your profile picture. Turn off the toggle next to **Turn on automatic replies** and select the **Save** button.

Once you've scheduled an out of office status and message in Teams, you'll see automatic replies turned on in Outlook with the time range and message you set in Teams. If you choose to update your out of office details in Outlook, your changes will be reflected in Teams. To learn how to turn on or off an Outlook out of office reply, see [Send automatic out of office replies from Outlook](#).

☐ Do not send automatic replies
☒ Send automatic replies

☐ Only send during this time range:

Start time: Thu 5/11/2017 3:00 PM
 End time: Fri 5/12/2017 3:00 PM

Automatically reply once for each sender with the following messages:

☒ Inside My Organization
 ☐ Outside My Organization (Off)

Calibri 12

B *I* U A

I'll be out of the office on May 5th. Please contact my manager,
 joe@contoso.com for assistance.

Cheryl

Rules... OK Cancel

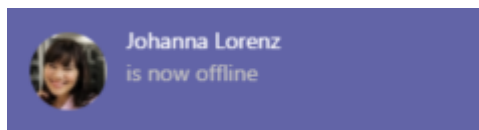
Get notified when someone's status changes in Microsoft Teams:

If you'd like to know when someone in Teams changes their status to Available or Offline, you can add them to your status notifications list either through a previous chat or in settings.

Note: You can add up to 15 people to your status notifications list.



After you add someone to your status notifications list, you'll see a desktop notification banner at the bottom of your screen along with a notification in action center (if turned on in settings) whenever their status changes.

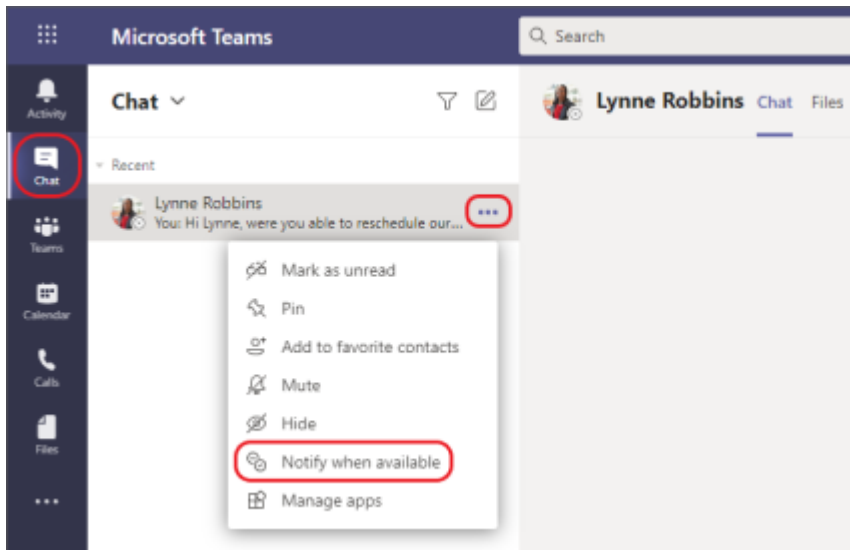
Status notification banner:




Option 1: Create a status change notification through a chat

The chat option is convenient if you've recently had a one-on-one chat with the person that you want to get notifications about.



1. Choose  Chat on the left side of the app.
2. In your chat list, choose a one-on-one chat that includes the person that you want to be notified about.
3. Select ***** More options** and then choose  Notify when available.

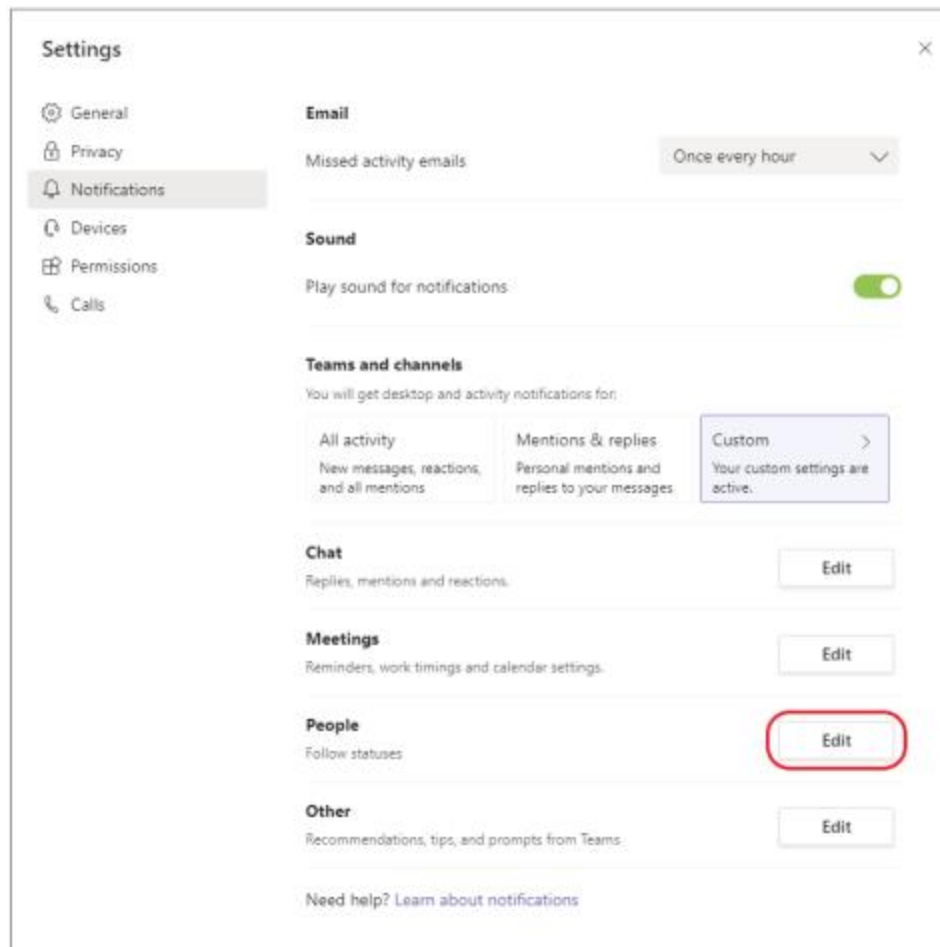


4. To stop seeing a person's status, follow the previous steps, and then choose  **Turn off notifications**.

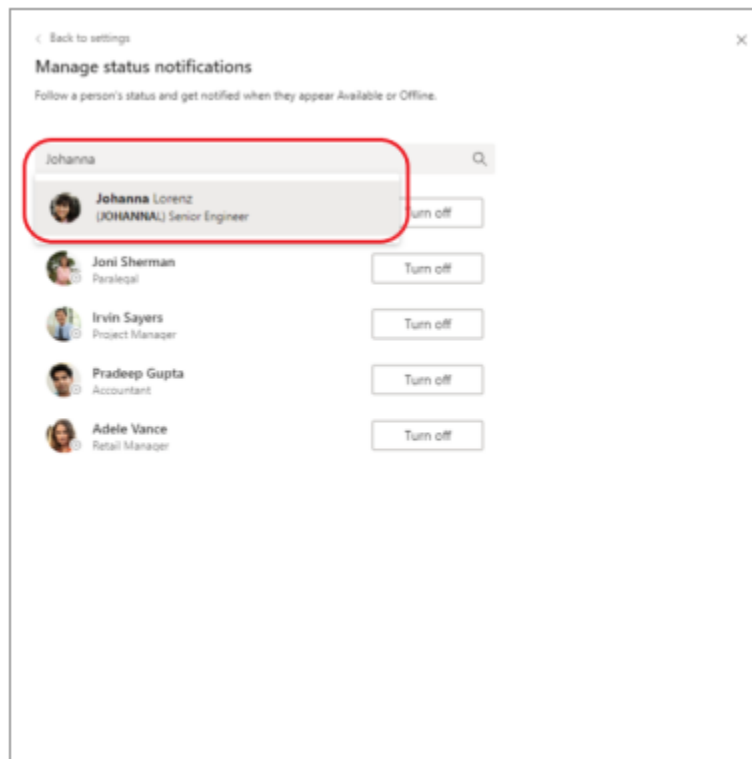
Option 2: Create a status change notification in settings

The settings option allows you to search for someone in your organization and then add them directly to your notifications list.

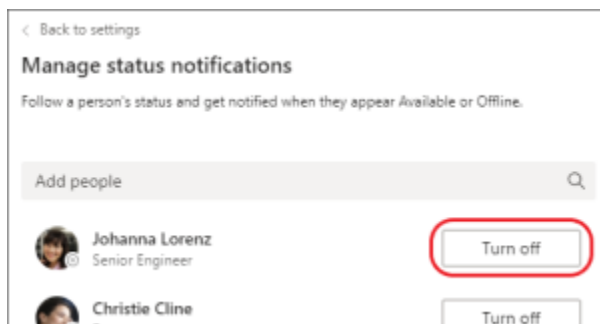
1. Select your profile picture in the top right of Teams. Next, select  **Settings** >  **Notifications** to open notification settings.
2. Select the **Edit** button to the right of **People** to open the manage status notifications screen.



3. In the **manage status notifications** screen, type the name of the person that you want to be notified about in the **Add people** search box. Select their name when it appears.



4. To remove someone from your status notifications list, follow the previous steps and then select the **Turn off** button next to their name.



Timing: Available now.