



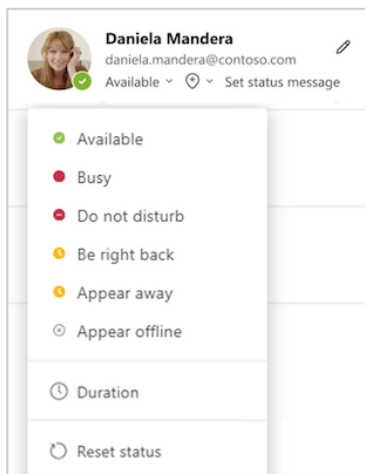
# MICROSOFT TEAMS

## KNOWLEDGE BASE

## CHANGE YOUR STATUS IN 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.

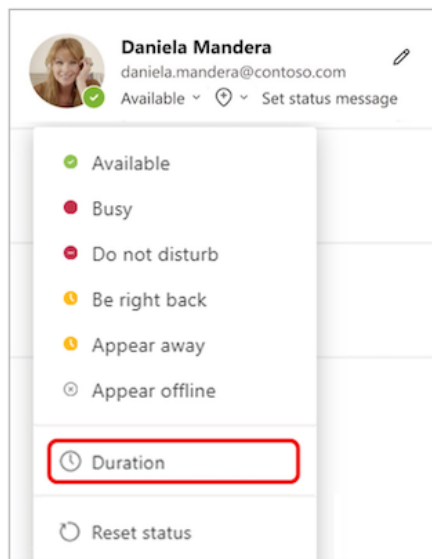
- **Busy** is when you want to focus on something, and you **do want notifications** to pop up. If you're in a meeting or call, Teams will automatically change your status to *In a meeting* or *In a call* (*Busy*) when not set to *Do not disturb*.
- **Do not disturb** is when you want to focus or present 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.
- **Appear offline** is when you want to indicate that you're not signed in to Teams, so will not be responding until you're back online. You'll still receive notifications if anyone messages you.

**Note:** If you're a MyAnalytics customer, use the MyAnalytics Outlook add-in to book focus time in your calendar. When you're in your focus time, your Teams status will change to **Focusing** and all notifications will be silenced until your focus time ends.

## SET A DURATION FOR YOUR STATUS

When you want to change your status for a specific period of time—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 current status, and then select **Duration**.



2. Under **Status**, select the status you want to show going forward.

**Note:** You can set durations for any status except **Available**.

- Under **Reset status after**, select the amount of time you want that status to last.

The screenshot shows a mobile-style interface for setting status. At the top left is a '< Back' button. Below it is the 'Status' section with a dropdown menu currently showing 'Do not disturb' with a red dot icon. Underneath is the 'Reset status after' section with a dropdown menu showing '1 hour'. At the bottom right is a blue 'Done' button.

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

This screenshot shows the same interface as the previous one, but with 'Custom' selected in the 'Reset status after' dropdown. Below the dropdown are two input fields: the first contains the date 'May 23, 2020' and the second contains the time '12:00 PM'. The blue 'Done' button remains at the bottom right.

- Select **Done**.

At the end of the time period you entered, Teams will automatically reset your status based on your activity, your calendar, and the state of your computer.

## UNDO A STATUS DURATION


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

## SEE WHO'S ONLINE

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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.