CHANGE YOUR STATUS IN TEAMS (iOS)

To change your status, tap **Menu** ≡. Then, tap your status to view your options.

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). Teams will automatically set your status from *Available* to *Away* when the Teams app is in the background. On desktop and web, this will happen when you lock your computer or when it enters idle or sleep mode.

  Note: Change your device's sleep or idle settings to require more time before your status switches from **Available** to **Away**.

- **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.

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.
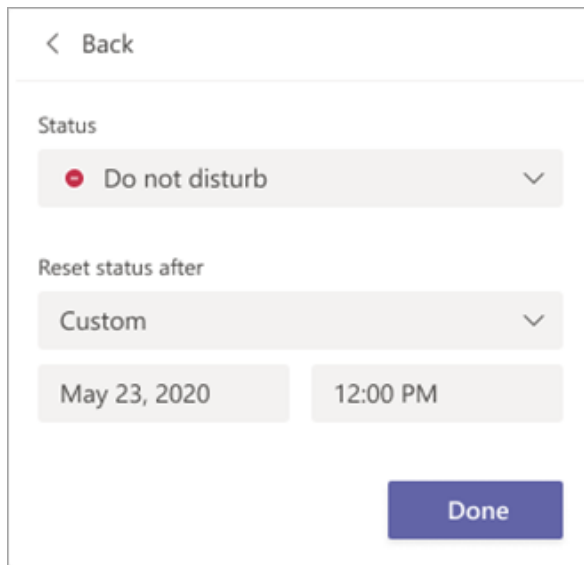
1. Select your profile picture, select your current status, and then select **Duration**.
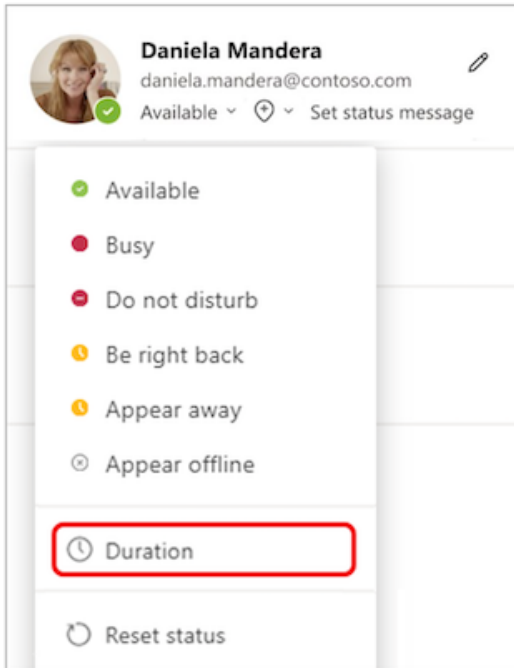
2. Under **Status**, select the status you want to show going forward.
   Under **Reset status after**, select the amount of time you want that status to last.
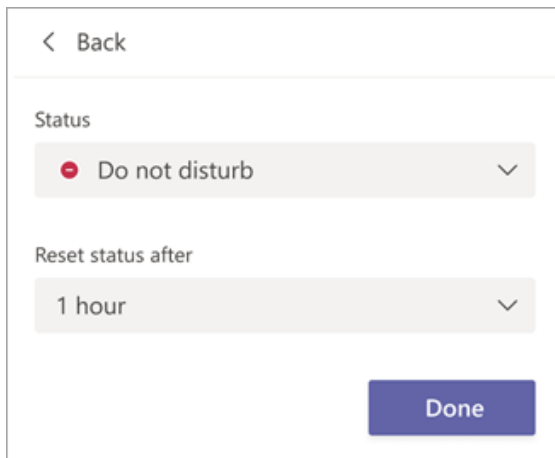
Or, if none of the suggested time frames work for you, select **Custom** under **Reset status after**and enter the date and time manually.

3. 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

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

You'll see a green circle with a check mark next to the profile picture of people who are online.

To see who on a team is online right now, tap **More options** ••• next to the team name and select **View members**. Everyone who's online right now has the green circle with a check mark next to their profile picture.