

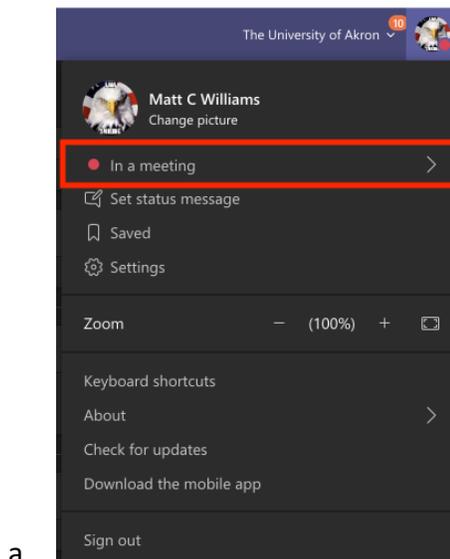
Changing Your “Presence” Options

NOTE: Presence is AUTOMATICALLY tied to your Outlook Calendar and Calling Status, but can be overridden using these steps.

1. Log in to the Microsoft Teams app.
2. Click on your profile picture/Initials in the top right of the Teams app.



3. Mouse over the “Presence” indicator.



4. Select the “Presence” status that you wish others to see when they are trying to reach you.

