## **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.

The University of Akron	•
Matt C Williams Change picture	
In a meeting	>
역 Set status message 및 Saved ⓒ Settings	
Zoom – (100%) +	
Keyboard shortcuts About Check for updates Download the mobile app	>
Sign out	

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

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