# Teams: Background Options

Anyone in your network can view your status on Team, making it easy to see if you are available. In some instances, Teams will change your status for you (for example, showing you as "Busy" when you are in a Teams call.

Changing Your Status

1. When logged into the Teams desktop app, select your profile photo from the top right of the screen.
2. Use the small arrow to reveal the drop down menu to select your desired status.
   o **Available**: you are online and available.
   o **Busy**: you are online but unavailable. You will still receive notifications.
   o **Do not disturb**: you are online but unavailable. You will not receive notifications.
   o **Be right back**: you are unavailable but will be available soon. You will still receive notifications.
   o **Appear away**: others will see you as away (like "be right back") but will give you time to do work without others expecing you to be available. You will still receive notifications.
   o **Appear offline**: others will see you as offline. You will still receive notifications.
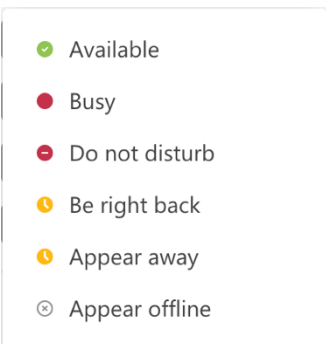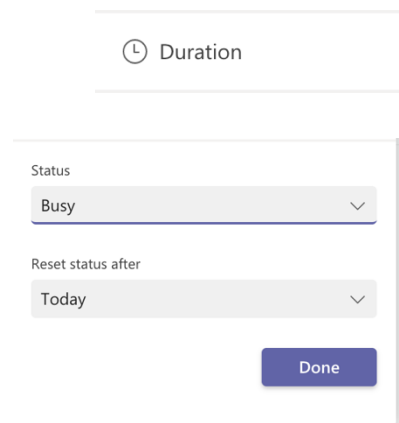
Creating a Timed Status

1. Below the status list above, you can select the "**Duration**" button to tell Teams how long to keep a particular status until it reverts back to Available.
2. Select you desired "**Status"** from the drop-down menu.
3. Select an option from the "**Reset status after**" drop-down menu.
   a. You can select "**Custom**" to select a date and time to remove the temporary status.

4. Select the "**Done**" button.

Create a Status Message

1. When logged into the Teams desktop app, select your profile photo from the top right of the screen.
2. Select the "**Set status message**" button.
3. Type your message in the grey box.
   o You can use the @ key to tag a particular person in your status message.
4. Place a checkmark next to "**Show when people message me**" if you want Teams to display your status message if somebody messages you or tags you on Teams.
5. Select a time to remove your status message.
   o You can select "**Custom**" to select a date and time to remove the temporary status.
6. Use the "**Schedule out of office**" link if you wish to access the Out of Office functions in Outlook.
7. Select the "**Done**" button.

Set status message

< Back

Type @ to mention someone in your status

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☐ Show when people message me ⓘ

Clear status message after

Today ⌄

Schedule out of office | Done

OLTC
DESIGN FOR DELIGHT

BUILDING CAPACITIES FOR
STUDENT MENTORSHIP
AND COLLABORATION