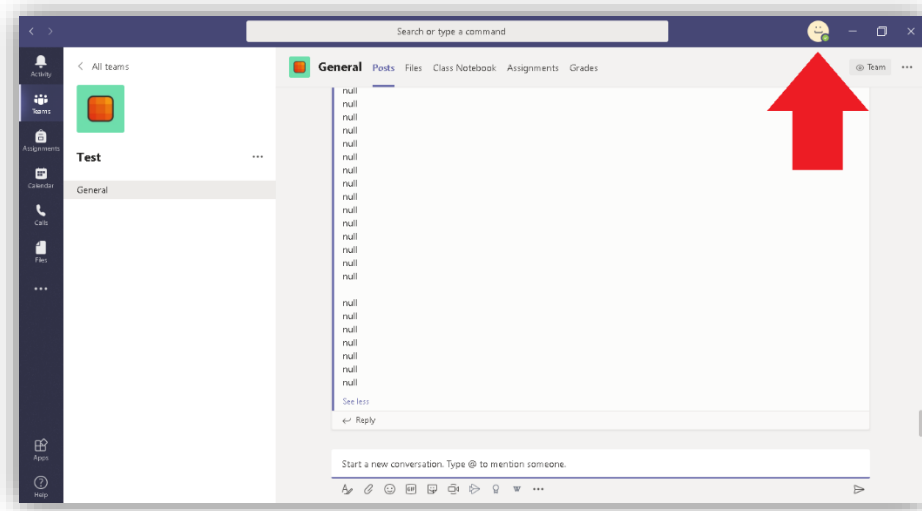


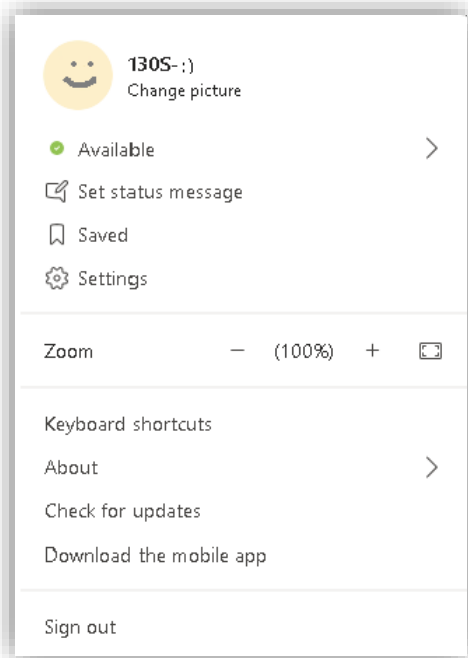
# Customizing Teams

## Introduction

- Most customizations in Microsoft Teams can be accessed from the profile picture in the top right corner
- Tip: Use Ctrl+F (or Cmd+F on Mac) to find what you want in this guide



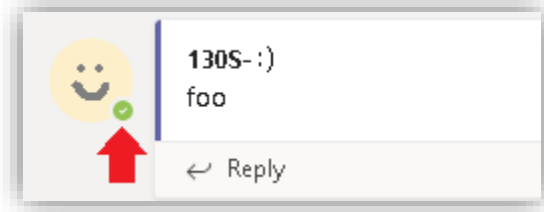
- From here, we can choose from this menu, we can choose from a list of categories (I will be referring to this menu as the “main menu” from now on in this tutorial)



## Set Status

- **Status**

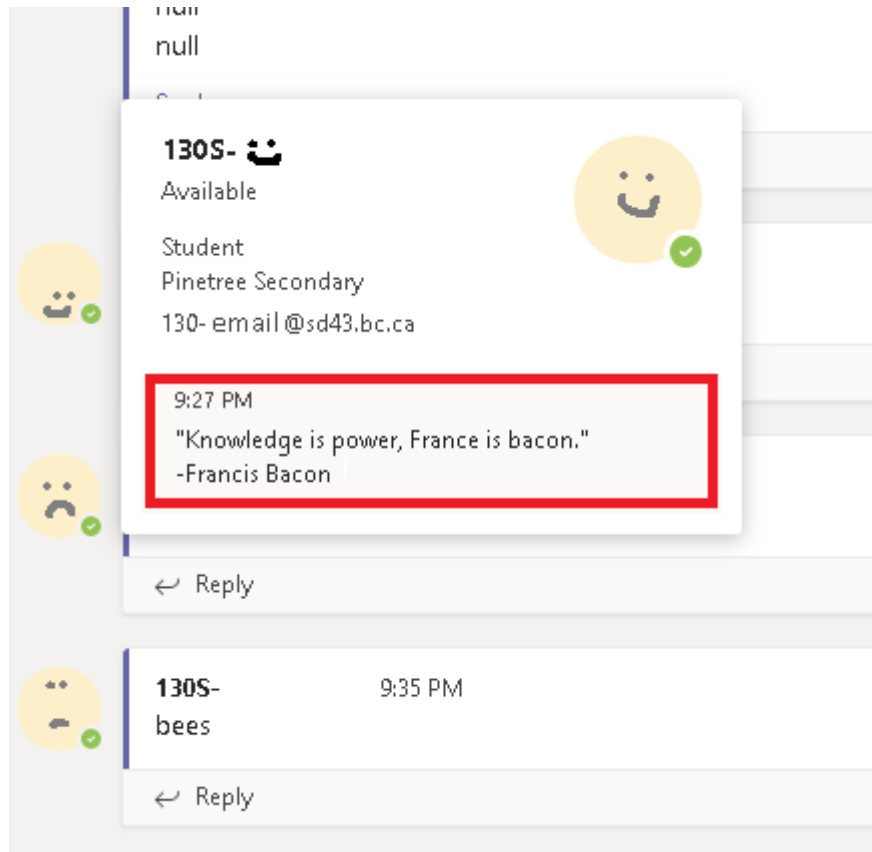
- Your status is a little coloured icon that can help people tell if you are online, among other information about your activity



- You can change it from the first button in the main menu that conveniently shows your current status
- On a Windows PC, you can also change your status quickly by hovering over the Teams icon in the taskbar and selecting the appropriate status
- Without manual intervention Teams will automatically change your status accordingly:
  - *Available*
    - You are active on Teams and are not in a meeting or call. Note your status automatically switches from Available to Away when your computer locks or goes to sleep. On mobile, this will happen when the Teams app is in the background.
  - *Busy*
    - You are in a meeting or a call but do not have enabled Do not disturb. Notifications will still go through to you but people will see that you are busy.
  - *Do not disturb*
    - You must enable this manually. It suppresses all notifications except those you have specified to be exceptions (see “Privacy” heading below)
  - *Be right back*
    - You must enable this manually. It tells people that you will be right back
  - *Appear away*
    - This one is for tricksters who may manually enable this to make it look like they are away when they are, in fact, not

- **Status message**

- Your status message appears beside your profile when people hover on your profile picture
- You can use it to remind people not to bother you or you can remind all your teachers and peers of what a funny person you are



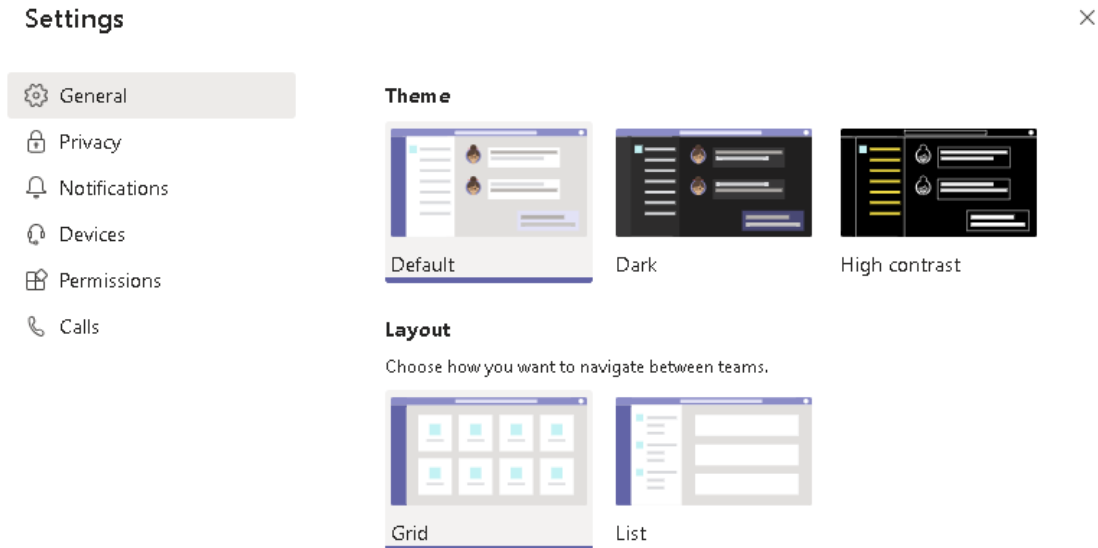
- If you want to make sure that anybody trying to message you has to see your message you can check the “Show when people message me” box
- You can also set your status message to expire after a set period of time with the box at the bottom

## Settings

- Clicking the little cog icon labelled “settings,” you will be brought to a new settings window with more ways to personalize your Teams experience™

### General

- Profile picture > Settings > General



- Display theme
  - You can stick with the default light theme, switch to dark if you want something less harsh, or try out high contrast to be cool
- Layout
  - this changes the way you switch between your teams, try out both and see what you prefer
- Application
  - By default, Microsoft likes to keep their programs running without you knowing, this is helpful for being able to always receive notifications on your computer but can make your computer slightly slower
- Language
  - This is important so I will reiterate how to get here:  
Profile picture (top right) > Settings > General  
You may have to scroll down a bit to see it

## Privacy

- Profile picture > Settings > Privacy
- Do Not Disturb
  - When you set your status to “Do Not Disturb” (see “Status” section above), you will no longer receive notifications
  - You can make exceptions for some people through the “Manage priority access” button here

## Notifications

- See the dedicated notifications guide

## Devices

- Control which audio-visual input and output devices Teams uses (camera, microphone, speakers, etc.)
- This tab is also very useful for testing your devices

## Permissions

- Control what Teams is allowed to do, mainly for the paranoid

## Calls

- The likelihood of your teachers or any of your classmates calling you through Teams is quite low, but the option is here for you to configure your voicemail, set a ringtone, or send all incoming calls to voicemail in case you don't want anybody to call you ever