Quick Teams Guide
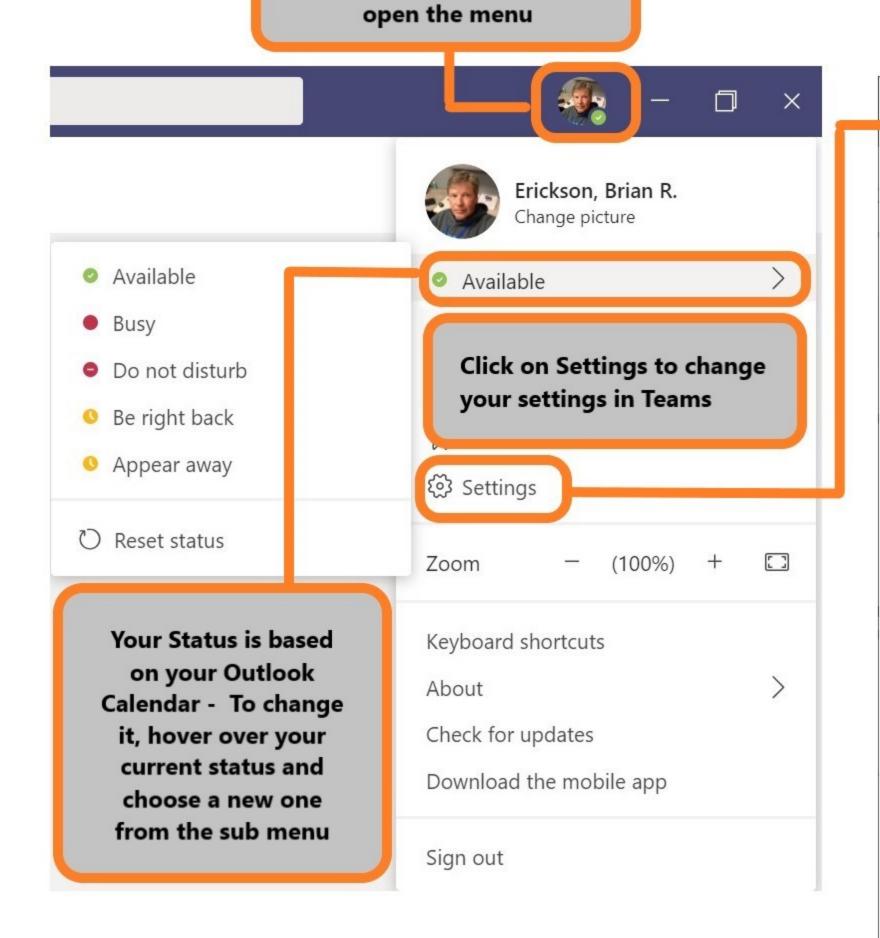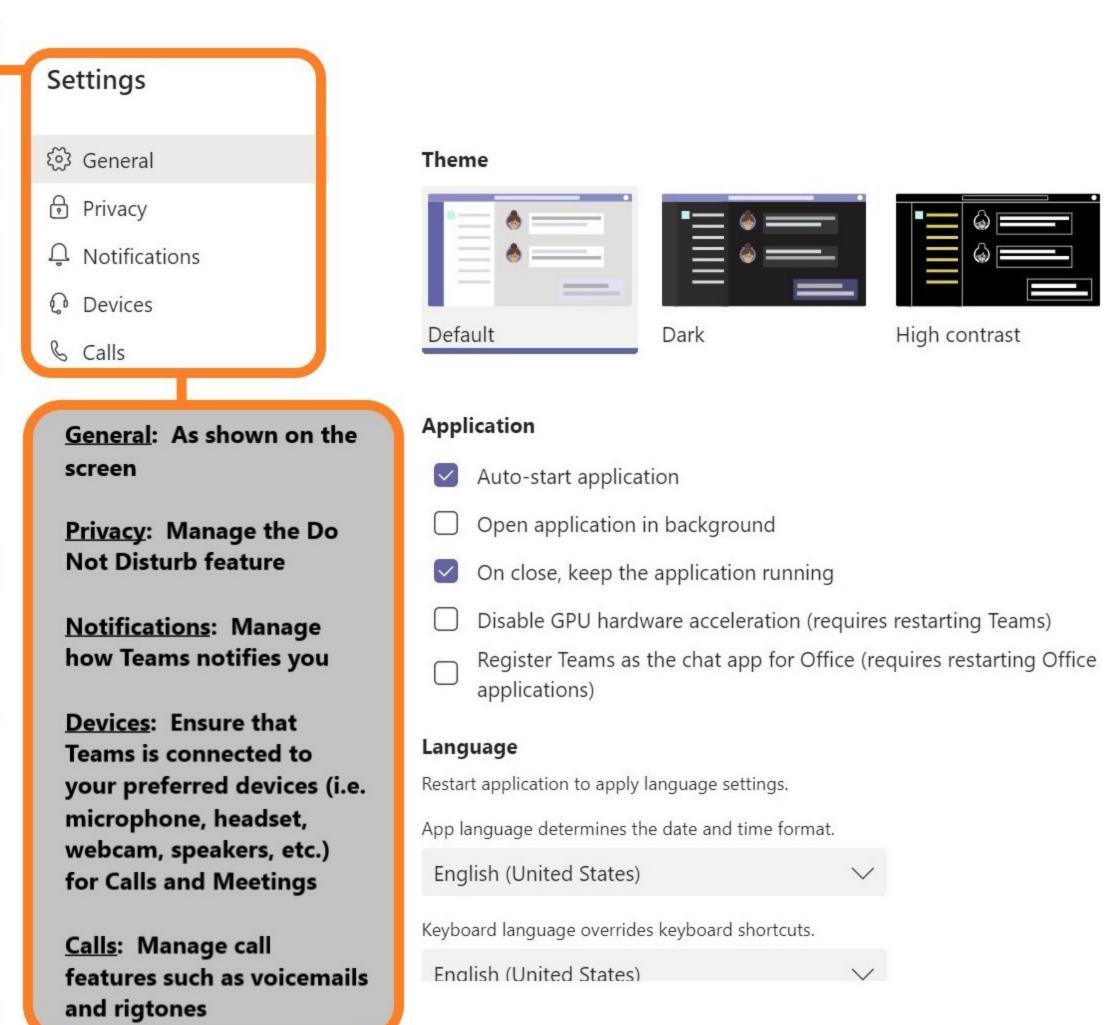## Status & Settings

Click your person icon to open the menu

Erickson, Brian R.
Change picture

- ✓ Available

Click on Settings to change your settings in Teams

⚙ Settings

Zoom — (100%) + ⛶

Keyboard shortcuts

About >

Check for updates

Download the mobile app

Sign out

Status options:
- ✓ Available
- ● Busy
- ⊖ Do not disturb
- ● Be right back
- ● Appear away
- ↻ Reset status

Your Status is based on your Outlook Calendar - To change it, hover over your current status and choose a new one from the sub menu

Settings

- ⚙ General
- 🔒 Privacy
- 🔔 Notifications
- 🎧 Devices
- 📞 Calls

General: As shown on the screen

Privacy: Manage the Do Not Disturb feature

Notifications: Manage how Teams notifies you

Devices: Ensure that Teams is connected to your preferred devices (i.e. microphone, headset, webcam, speakers, etc.) for Calls and Meetings

Calls: Manage call features such as voicemails and rigtones

Theme

| Default | Dark | High contrast |

Application

- ☑ Auto-start application
- ☐ Open application in background
- ☑ On close, keep the application running
- ☐ Disable GPU hardware acceleration (requires restarting Teams)
- ☐ Register Teams as the chat app for Office (requires restarting Office applications)

Language

Restart application to apply language settings.

App language determines the date and time format.

English (United States) ⌄

Keyboard language overrides keyboard shortcuts.

English (United States) ⌄