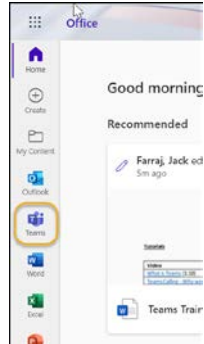
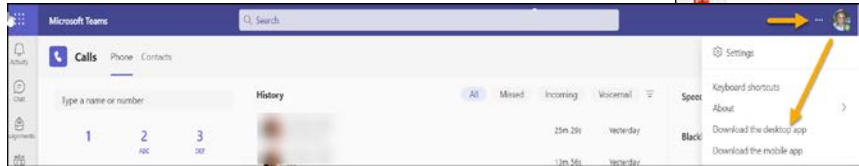


## Locating the Teams App

1. Go to <https://office.wm.edu/>
2. Open Teams

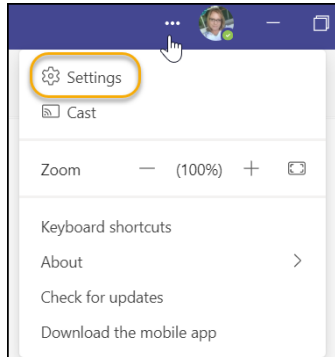


We recommend using the Desktop App for the best user experience. You can download the application by clicking on the three dots in the top right hand corner of the Teams site. Choose Download the desktop app.



## Settings

You can access your settings in the top right hand corner of the applications and click on the three dots. This will let you customize your settings.



## Headsets



**Poly Blackwire 3315/3325**



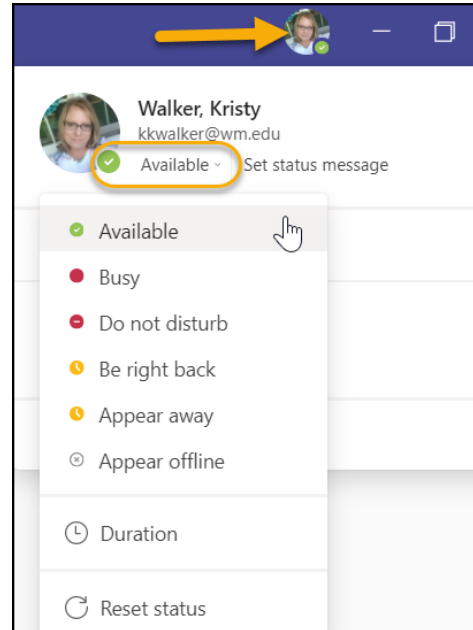
**Voyager 4245**



**Voyager 2**

## Setting Your Status

Your status is located in the top right hand corner when entering the application. Click on your icon image to choose your status indicators. Teams will automatically set your status in some cases, like when you are in a call or meeting. You will get a Busy indicator.



**Available-** Active in Teams and don't have anything in your calendar (no meetings or calls). When you lock your computer or it goes into sleep mode, Teams will set your status to Away. On mobile, this will happen when the Teams app is in the background.

**Busy-** When you don't want notifications to pop up. When in a meeting or a call Teams will automatically set to Busy.

**Do not disturb-** When you want to focus or present your screen and don't want notifications to pop up.

**Be right back-** When you are temporarily away. It is never automatically set.

**Appear away-** when you need to work without responding right away.

**Appear offline-** when you want to indicate you are not signed in to teams and not responding. You can still receive notifications and messages.

## Customize your status message or schedule out of office

