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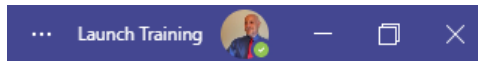
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## Launch Tip of the Month April 2023

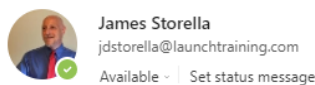
Have you ever noticed that when you are in programs such as Microsoft Teams or Outlook, your profile picture has an icon on it? Perhaps you have seen these icons in Outlook while adding invitees to a meeting invitation. That icon indicates a person's availability and is called a Status Icon. It helps coworkers know if you are free, busy or offline.

The information comes from your Outlook calendar but can be changed in Microsoft Teams. Not only can you change the icon, but you can even choose how long it should be displayed before resetting based on your Outlook calendar!

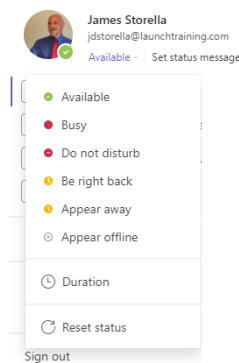
1. In Microsoft Teams, click your profile picture.



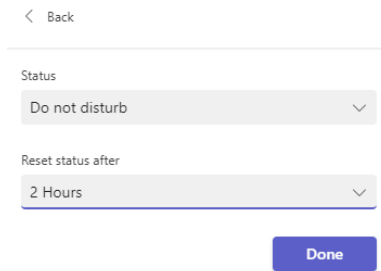
2. Click your current status such as Available or Be right back.



3. A pop-up menu appears. Select Duration.

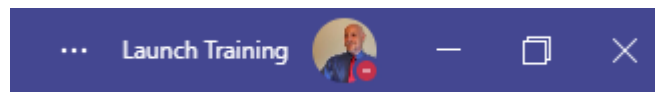


4. Select your desired status from the drop-down menu.



5. Choose how long you want the new status to be displayed.

6. Click Done. Your new status appears on the icon!



Interested in learning more about Microsoft Teams? Schedule a class at your location or via the web!

### **Featured Course: Getting Started with Microsoft Teams**

- Creating Teams and Channels
- Creating One-on-one and Group Chats
- Setting up Meetings and Understanding Meeting Features
- Uploading Files to the Team
- Adding Files, Websites, Notebooks and More as Tabs
- Adding Apps as Tabs
- Creating Wikis
- Working with the Command Box
- Changing your Availability
- Tips, Tricks and Best Practices

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