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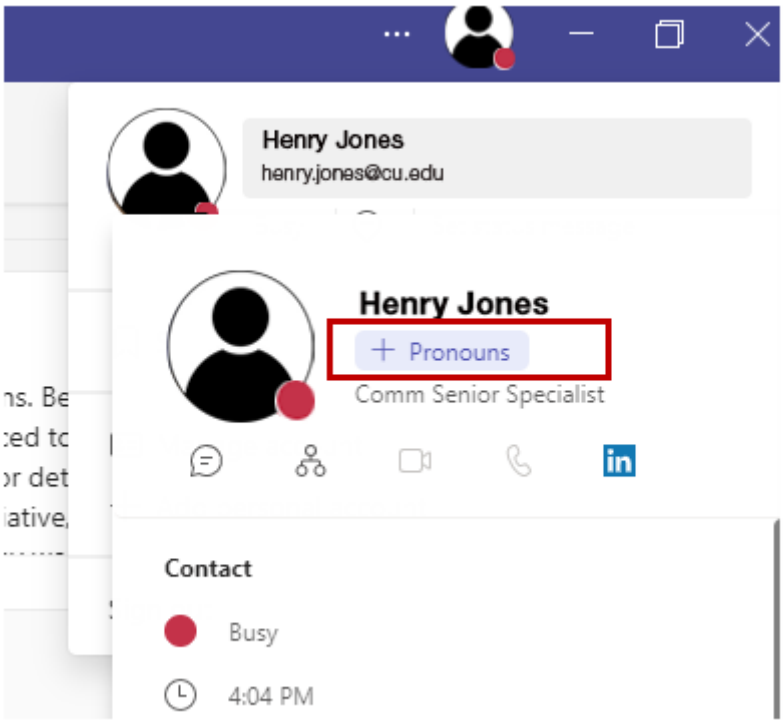
Adding your pronouns and work location to Teams [1]

August 1, 2023 by ES and UIS Communications [2]

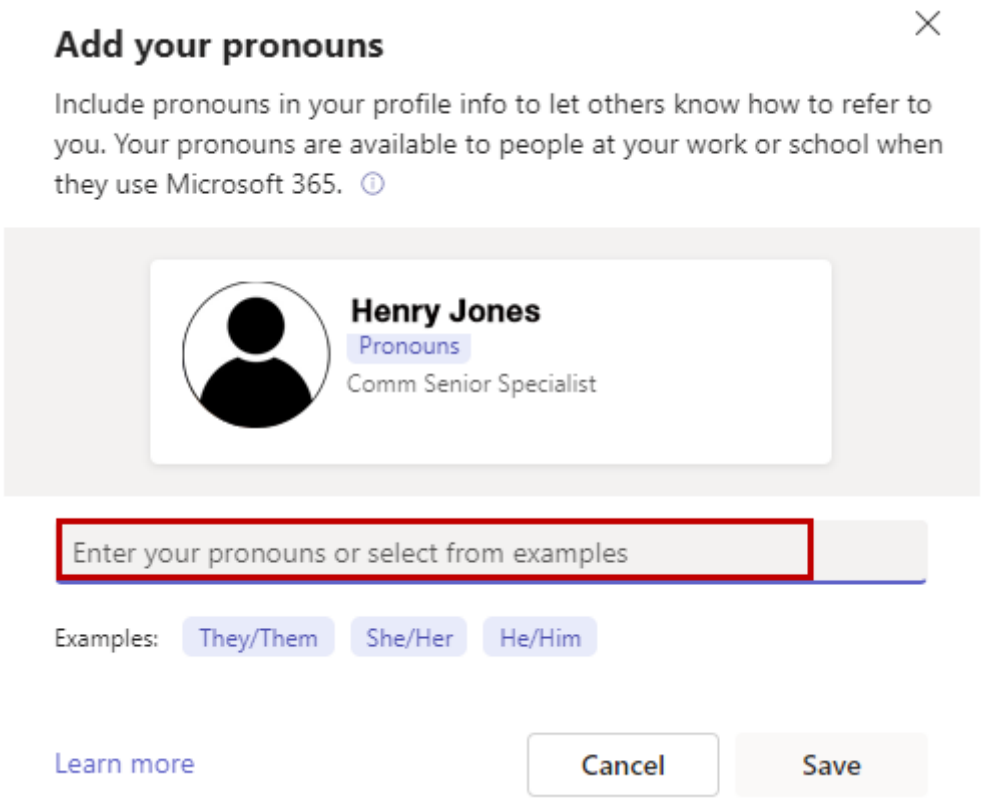
Remote and in-person work environments function efficiently when positive communication and collaboration are the norm. Communicate positively with colleagues through the use of correct pronouns, in addition to considering your colleague's work modality. Collaborating respectfully and efficiently is made easy by adding your pronouns and daily work location to Teams.

Adding pronouns to your Teams profile:

1. Select your profile picture in the upper right corner of Teams, then click your name to bring up your profile card.
2. Select the **Pronouns** option.

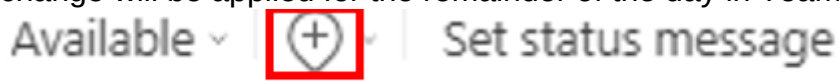


3. Enter your pronouns and or select an example and click **Save**



Adding work location to your Teams profile:

1. Select your profile picture in the upper right corner of Teams.
2. Select **office** or **remote** by clicking the geotag icon to the right of your status. This change will be applied for the remainder of the day in Teams and Outlook.



Outlook email [3], Microsoft [4], Teams [5], hybrid work [6]
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