

# Automatically Update Your Status

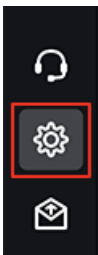
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Make your 8x8 Work status more effective by linking your real-world activity. You can connect your calendar and your computer activity to your account with these easy steps.

## 8x8 Work - Desktop

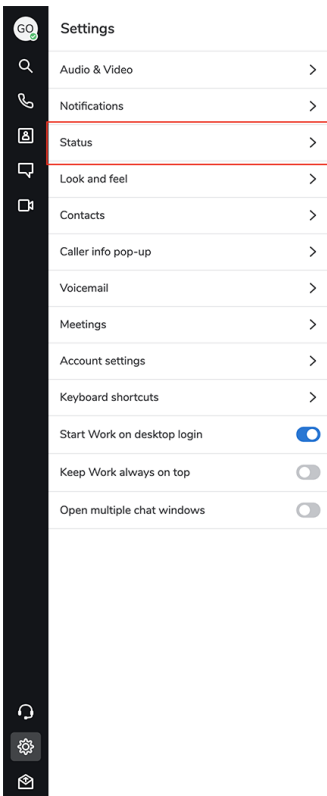
### Step 1:

Click on the gear icon in the bottom left side of the window.



### Step 2:

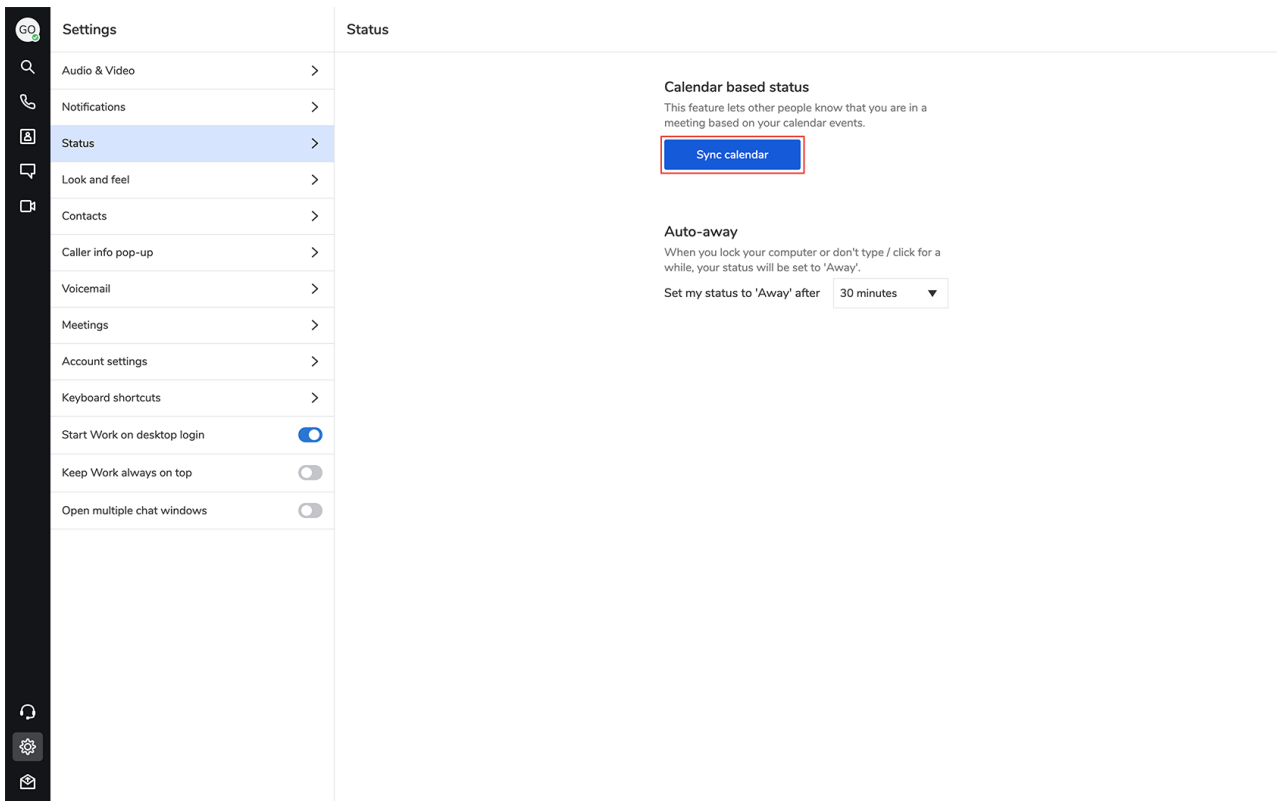
Click on **Status** from the settings menu on the left.



Select a category on the left to configure and customize.

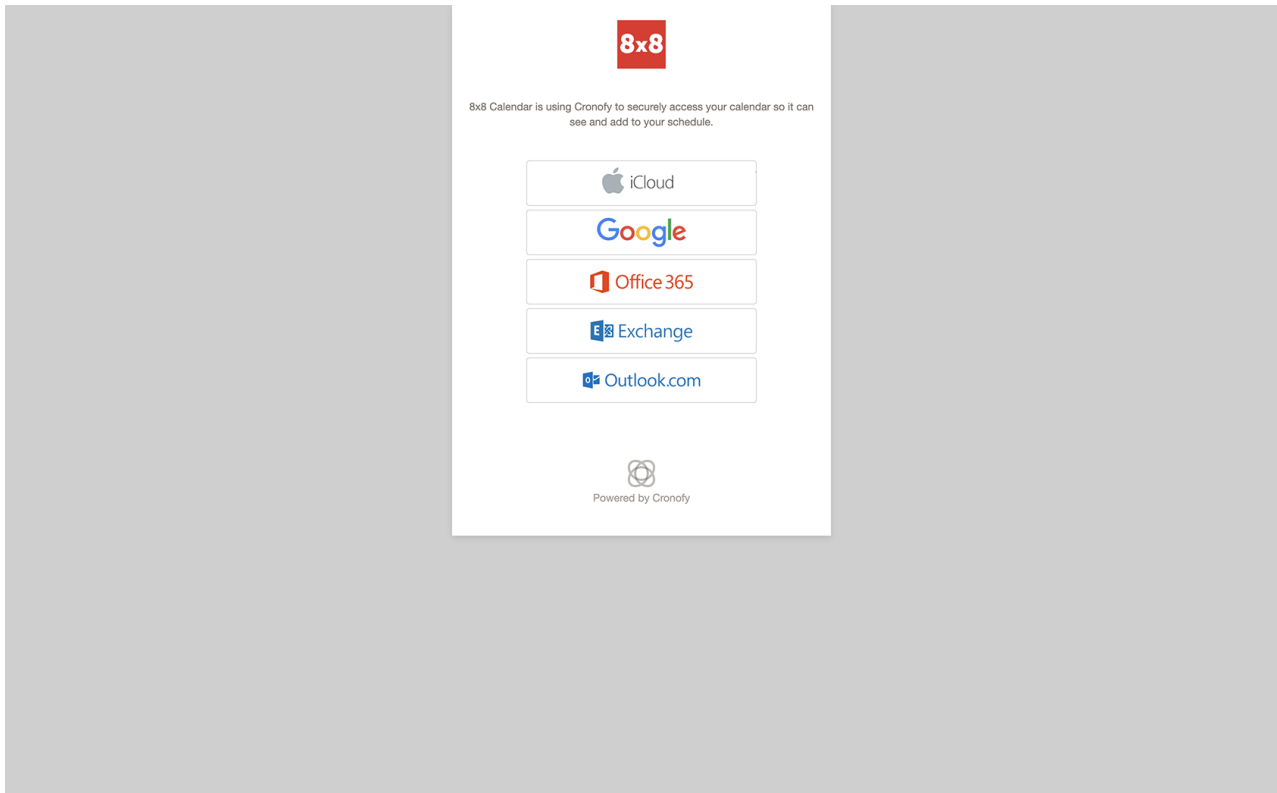
### Step 3:

Click on the **Sync calendar** button and choose which calendar you'd like to connect.



## Step 4:

Using Cronofy, follow the instructions to connect your calendar app. Supported calendars: iCloud, Google, Office 365, Microsoft Exchange, and Outlook.com.



## Step 5:

Choose how you'd like your status to adjust to meetings on your calendar. You can have your status

set to "Busy", "Do not disturb" (and send all incoming calls to voicemail), or stay as is. You can also have your status text change to "In a meeting".

The screenshot shows the Microsoft Teams settings interface. On the left is a navigation pane with 'Settings' selected. The main area is titled 'Status' and contains the following sections:

- Calendar based status**: A section with a description: "This feature lets other people know that you are in a meeting based on your calendar events." Below this is an 'Exchange' link with a trash icon.
- When there is a meeting on my calendar**: A red-bordered box highlights three radio button options:
  - Leave my status as it is
  - Set my status to "Busy"
  - Set my status to "Do not disturb" (will route all incoming calls directly to voicemail)Below these is a toggle for "Change status text to 'In a meeting'" which is currently turned off.
- Preview**: A small preview window showing the 'GO' status icon.
- Auto-away**: A section with a description: "When you lock your computer or don't type / click for a while, your status will be set to 'Away'." Below this is a dropdown menu for "Set my status to 'Away' after" currently set to "30 minutes".

## Step 6:

Choose an **Auto-away** setting. You can choose to have your status show "Away" after 5, 10, 15, 30, 60 or 120 minutes.

This screenshot shows the same Microsoft Teams settings interface as the previous one, but with the 'Auto-away' dropdown menu open. The menu lists the following options:

- 30 minutes (selected)
- Never
- 5 minutes
- 10 minutes
- 15 minutes
- 30 minutes (checked)
- 60 minutes
- 120 minutes