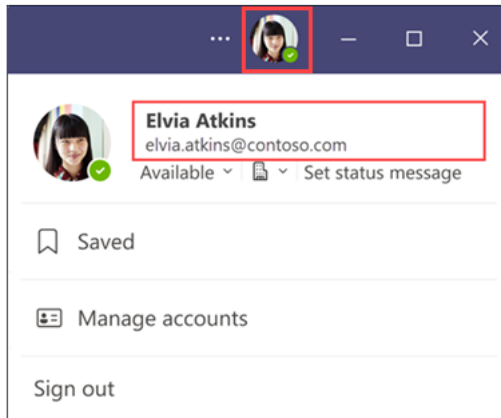


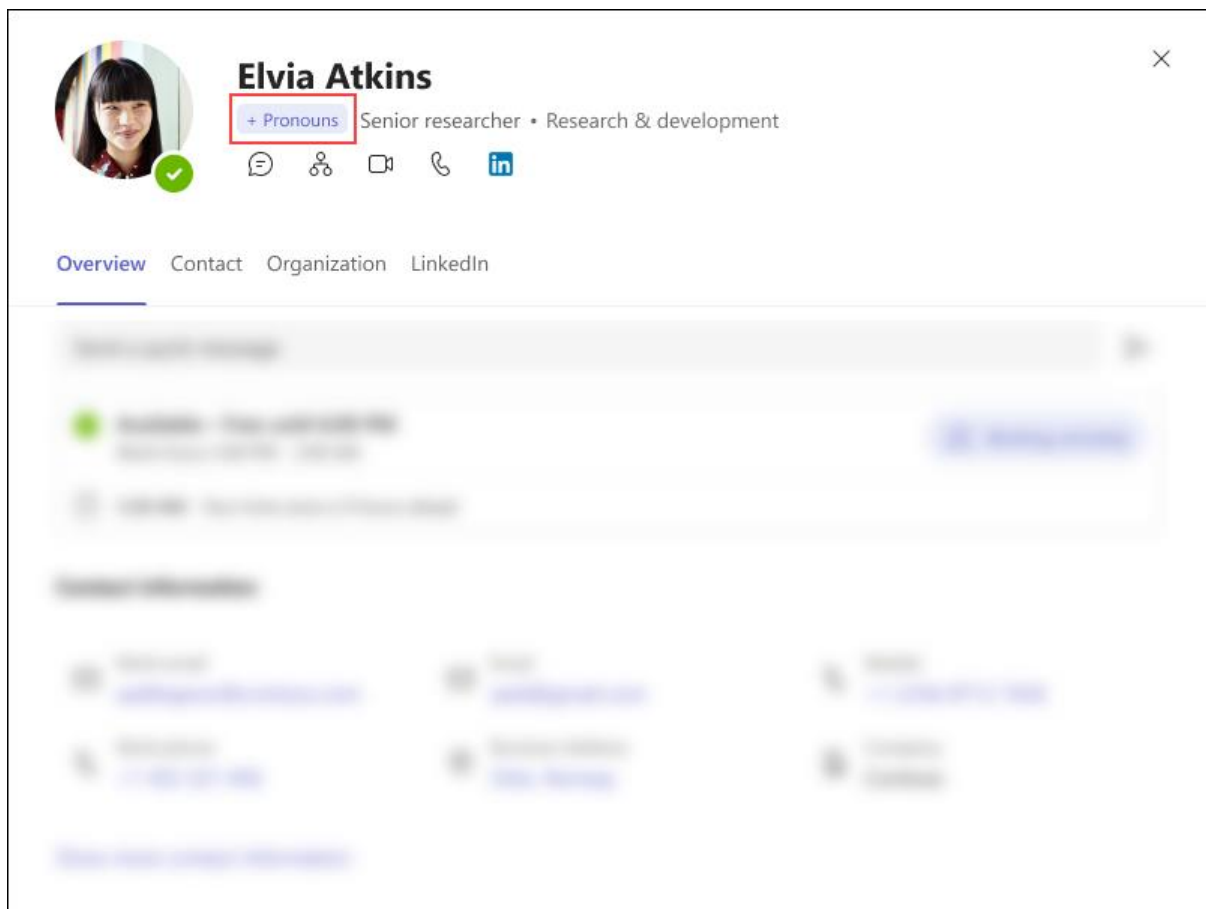
Share your pronouns on Teams

To add your pronouns to your Teams profile, please complete the following steps:

1. Select your profile picture in the upper right corner of Teams, then select your name/email address on your profile card.



2. On your profile card, select **+ Pronouns** or the pronouns listed below your name.

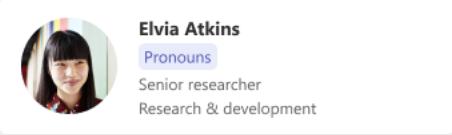


3. To add or change your pronouns, select from the examples (only available in English), or enter your own. To delete, remove your pronouns.

Note: Pronouns must be 60 characters or less, including spaces.

Add your pronouns

Include pronouns in your profile info to let others know how to refer to you. Your pronouns are available to people at your work or school when they use Microsoft 365.



Elvia Atkins
Pronouns
Senior researcher
Research & development

Enter your pronouns or select from examples

Examples: They/Them She/Her He/Him

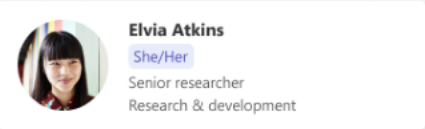
[Learn more](#) Cancel Save

4. Select **Save** to update your profile. Select **Cancel** if you don't wish to save your changes.

In the following example, Elvia Atkins has chosen **She/Her** as her pronouns. Changes are updated and reflected on your profile card immediately after you select **Save**.

Add your pronouns

Include pronouns in your profile info to let others know how to refer to you. Your pronouns are available to people at your work or school when they use Microsoft 365.



Elvia Atkins
She/Her
Senior researcher
Research & development


She/Her

Examples: They/Them She/Her He/Him

[Learn more](#) Cancel Save

5. Select **Got it** to exit the confirmation dialogue.

Profile updated ✕



Elvia Atkins
She/Her
Senior researcher
Research & development

Got it