

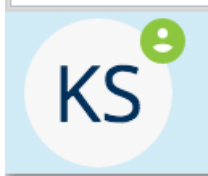
# Personal Status

Last Modified on 11/12/2020 7:05 pm EST

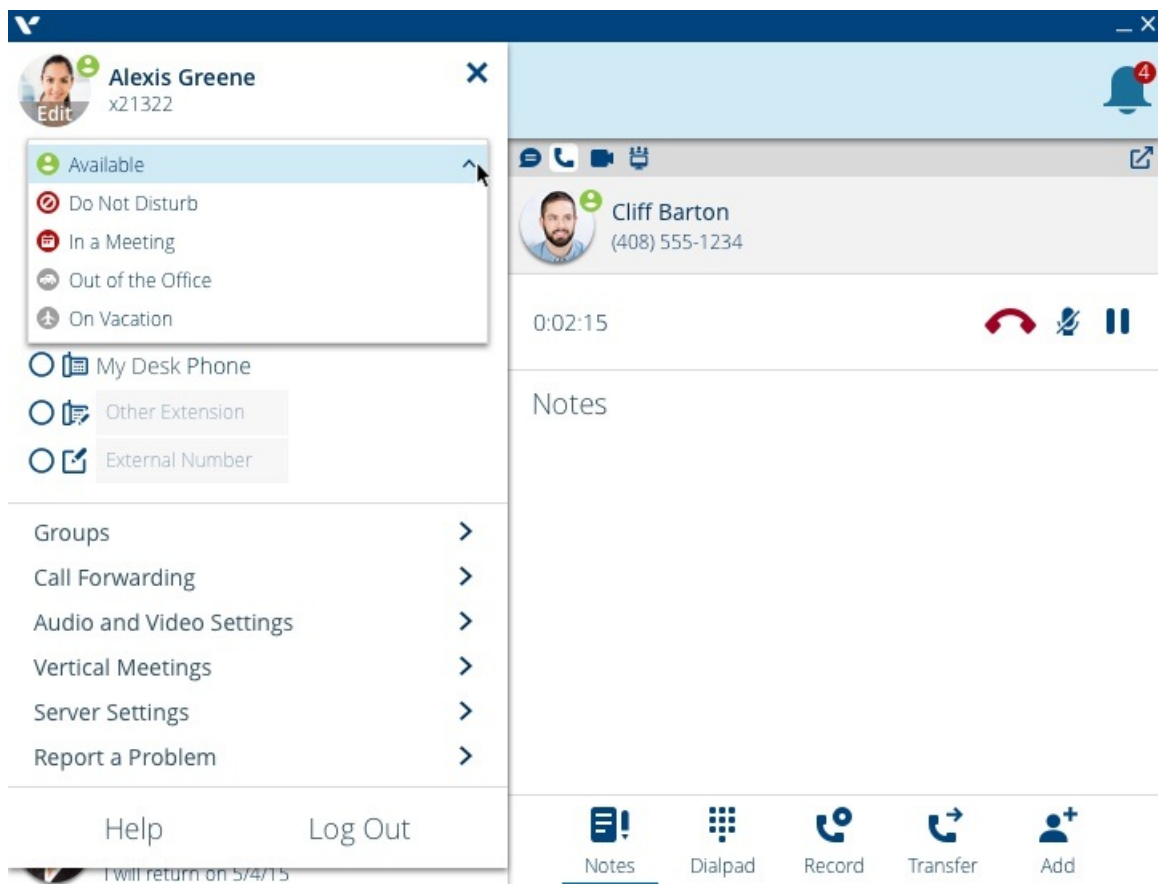
You can share your status and availability with other ViewPoint Web users by setting your Personal Status.

## Set up your Personal Status:

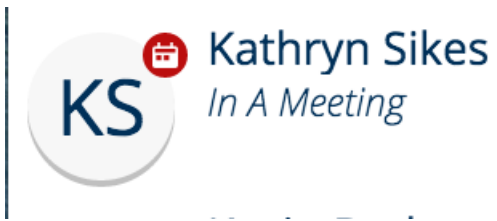
1. Click on your Avatar in the Top Bar to open the [Settings](#) menu.



2. Click on the Personal Status drop down, and choose a Personal Status.



3. Your Personal Status will now be displayed in the [Directory](#). Any changes made to your Personal Status will also update to your ViewPoint Web and ViewPoint Desktop applications.



**Note:** ViewPoint Web currently does not support creating custom personal statuses. The ViewPoint Web directory will display custom personal statuses created in ViewPoint Desktop.