

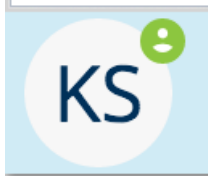
Personal Status

Last Modified on 11/12/2020 7:03 pm EST

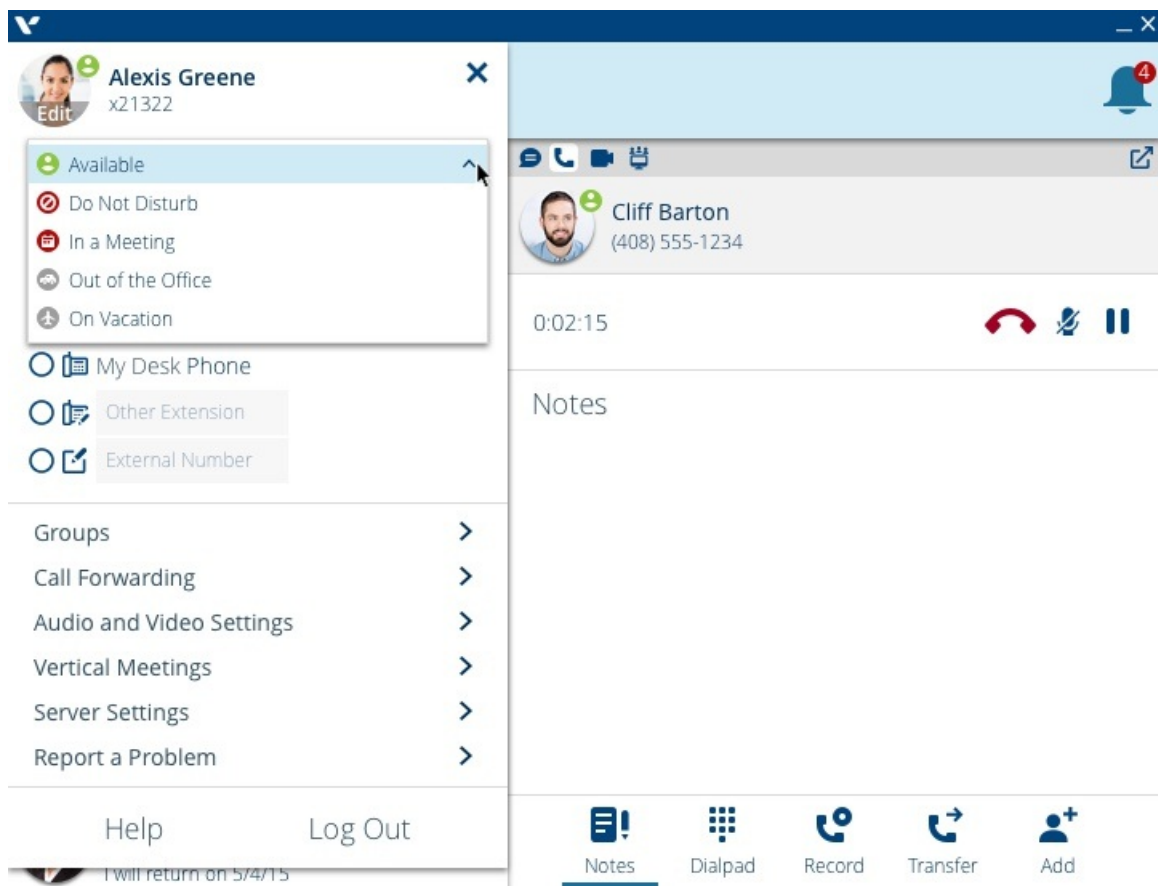
You can share your status and availability with other ViewPoint Web users by setting your Personal Status.

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.

A user profile card for Kathryn Sikes. On the left is a vertical line. To its right is a circular avatar containing the letters 'KS' in blue, with a small red calendar icon in the top right corner. To the right of the avatar, the name 'Kathryn Sikes' is written in a dark blue sans-serif font, and below it, the status 'In A Meeting' is written in a smaller, italicized dark blue font.

KS  Kathryn Sikes
In A Meeting

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