

Automatically Update Your Status

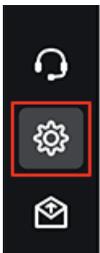
Last Modified on 01/26/2022 3:12 pm EST

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

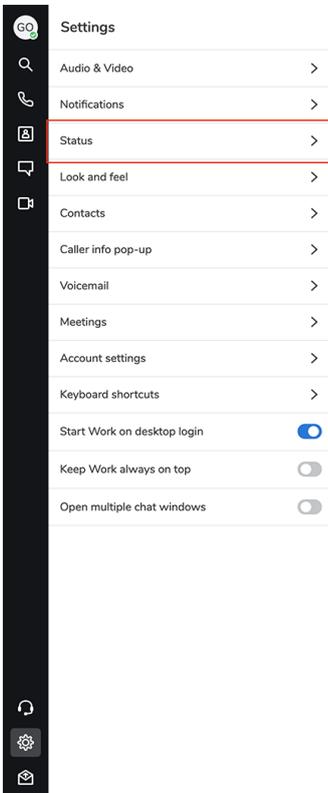
Step 1:

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



Step 2:

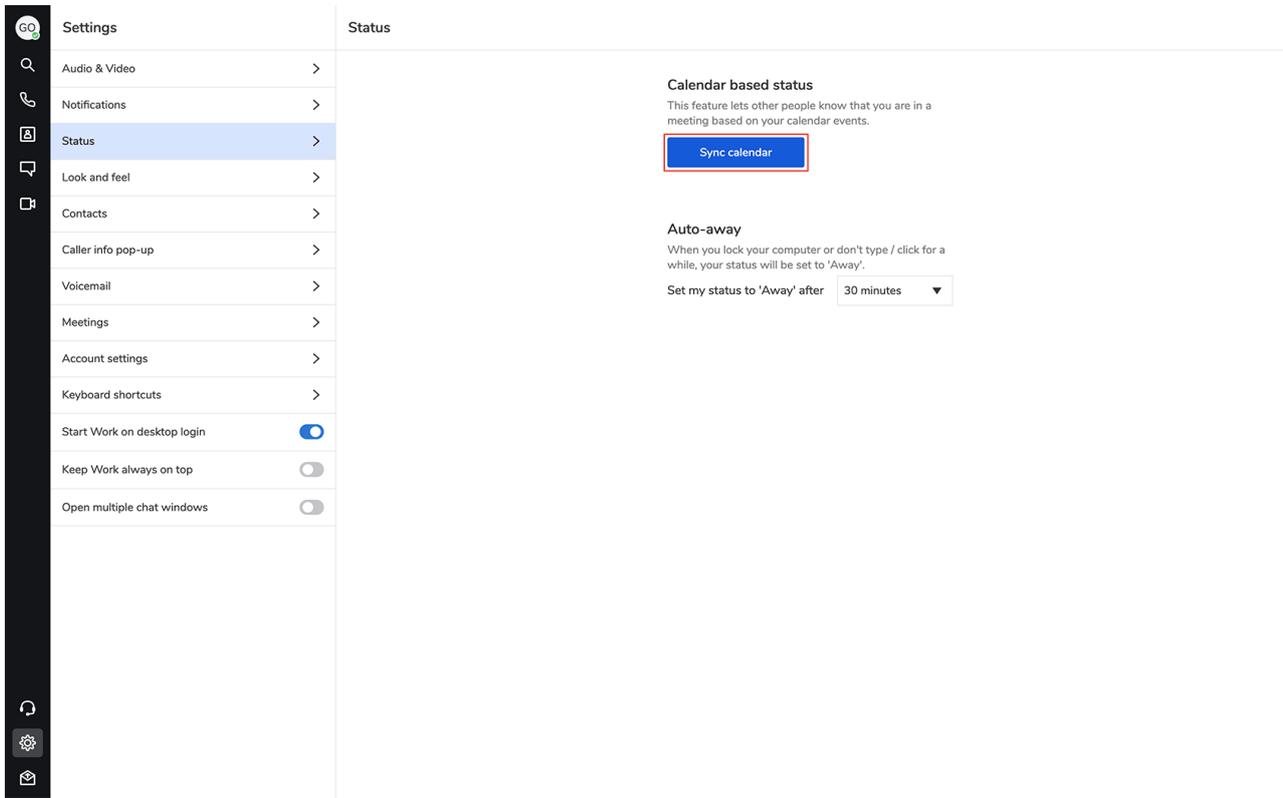
Click on **Status** from the settings menu on the left.



Select a category on the left to configure and customize.

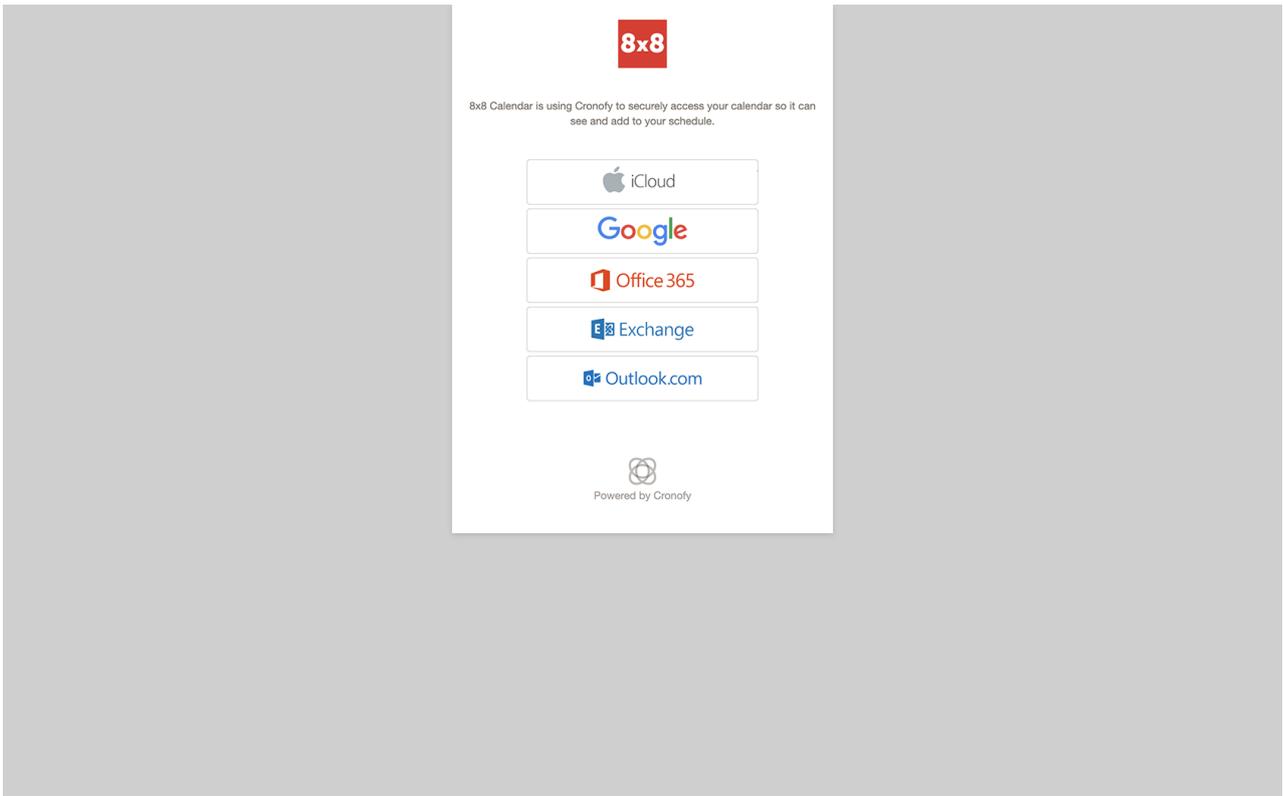
Step 3:

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



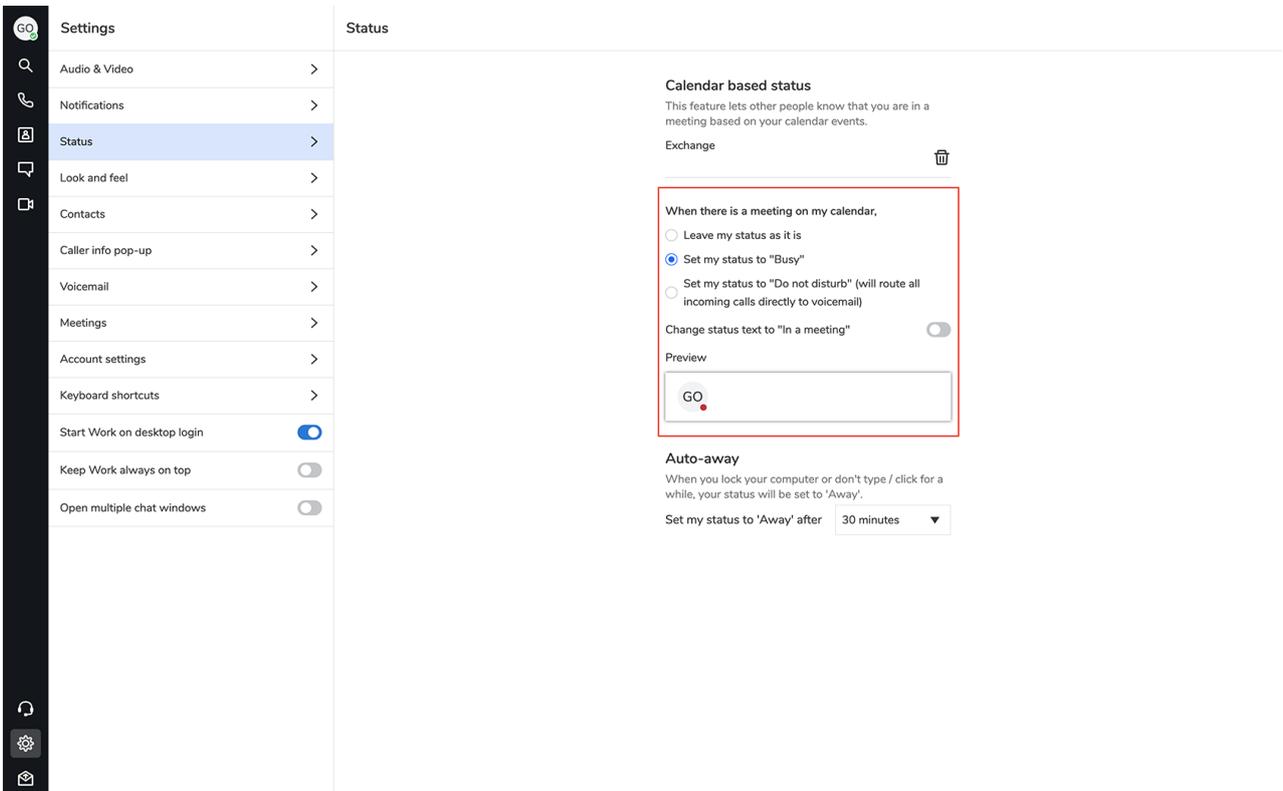
Step 4:

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".



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.

The screenshot shows the Microsoft Teams settings interface. On the left is a navigation sidebar with 'Settings' selected. The main content area is titled 'Status' and contains two sections: 'Calendar based status' and 'Auto-away'. The 'Auto-away' section has a dropdown menu open, showing a list of time intervals. The '30 minutes' option is currently selected and highlighted with a checkmark.

Setting	Value
Calendar based status	Sync calendar
Auto-away	30 minutes