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.



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.

GO	Settings	
۹	Audio & Video	>
S	Notifications	>
گ	Status	>
∇	Look and feel	>
ß	Contacts	>
	Caller info pop-up	>
	Voicemail	>
	Meetings	>
	Account settings	>
	Keyboard shortcuts	>
	Start Work on desktop login	
	Keep Work always on top	
	Open multiple chat windows	
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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.

8×8
8x8 Calendar is using Cronofy to securely access your calendar so it can see and add to your schedule.
iCloud
Google
G Office 365
E Exchange
outlook.com
Powered by Cronofy

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".

Settings		Status	
Audio & Video	>		
D Notifications	>	Calendar based status This feature lets other people know that you are in a	
Status	>	meeting based on your calendar events.	
Look and feel	>	<u>ل</u>	
Contacts	>	When there is a meeting on my calendar,	
Caller info pop-up	>	C Leave my status as it is	
		Set my status to "Busy" Set my status to "Busy"	
Voicemail	>	Set my status to "Do not disturb" (will route all incoming calls directly to voicemail)	
Meetings	>	Change status text to "In a meeting"	
Account settings	>	Preview	
Keyboard shortcuts	>	GO	
Start Work on desktop login			
Keep Work always on top	0	Auto-away	
		while, your status will be set to 'Away'.	
Open multiple chat windows		Set my status to 'Away' after 30 minutes ▼	
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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.

