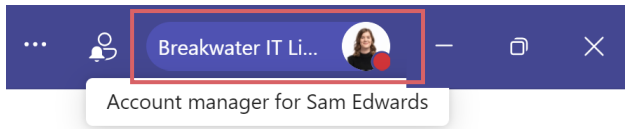


Adding Pronouns in Microsoft 365

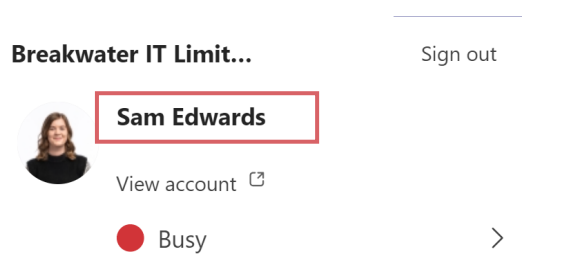
If your organisation allows, you can add your pronouns to your Microsoft 365 account. Pronouns will show in profile cards to others in your organisation and guest accounts.

How To Add Your Pronouns

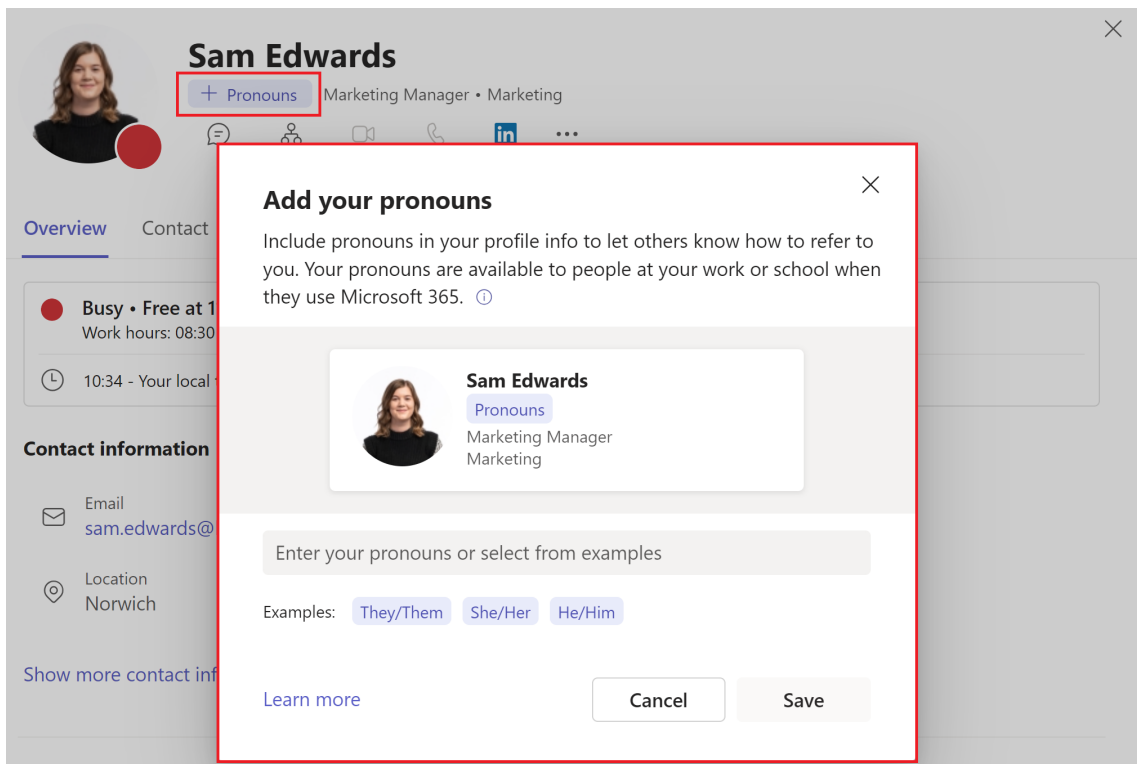
1) In Teams, go to your account manager (typically your photo or initials in the top right).



2) Click on your name to open your profile card.



3) Click on the + Pronouns plus button at the top of your card.



4) Select your pronouns and then **Save**.