

Setting the Presence Status

You can set your current presence status to indicate your availability for a call to other users.

How to set the current presence status:

1. Click the **My account** icon on the right side of the menu bar.
2. Select a presence status below **Availability**. You have the following options:
 - **Online**. You are signed in and can be contacted.
 - **Absent**. You are currently absent and can not be contacted.
 - **Busy**. You do not want to be disturbed, e.g. if you are in a meeting.
 - **Invisible**. You are not signed in.

Your presence status is visible to other users wherever your user data are displayed:

- as an email's sender or recipient
- in the address book list, in the address book detail view
- as appointment participant, as task participant

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