



**Purpose:** To inform users the steps required for adding pronouns in the Microsoft Teams application.

**Background:** The pronoun setting in Microsoft Teams is a valuable feature that allows users to express their gender identity via pronouns within the platform. It's a simple yet important tool for promoting inclusivity, gender equality and respectful communication in a respectful & diverse workplace. This document describes the process of setting up pronoun within the Microsoft Teams application.

You can learn more about pronouns via the following link:  
<https://westerly.wh.org.au/wellbeing/gender-equality-at-western-health/pronouns-101-what-are-they-and-why-are-they-so-important/>

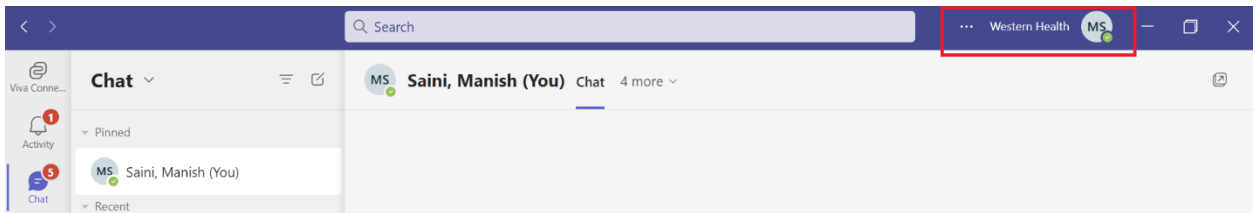
### TOPICS

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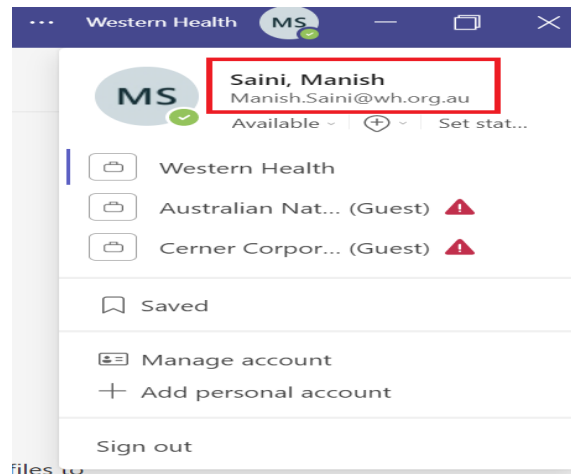


### Steps to setup your pronouns in Microsoft Teams

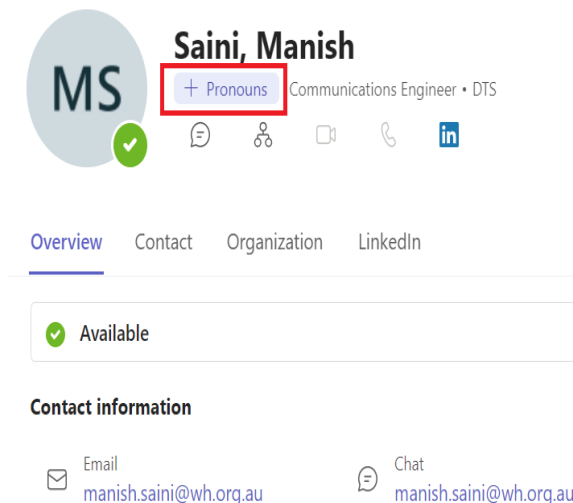
1. **Access your profile:** On the Teams application, click on your profile picture or the initials of your name at top right corner



2. **Edit Profile:** In the drop down menu, click on your name/email address



3. **Add pronouns:** Click on + Pronoun





4. **Enter your Pronouns:** In the pop-up window, type your pronouns. For example, you can enter "he/him," "she/her," "they/them," or any other pronoun you prefer.
5. **Click on Save**

