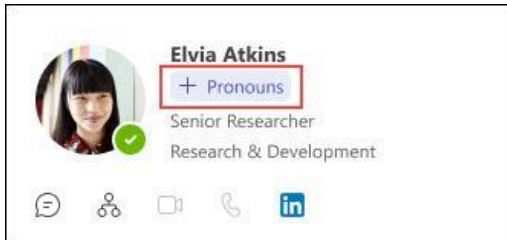


# Add, Change, or Delete Your Pronouns in Microsoft 365

1. Go to <https://www.microsoft365.com/> and click the Teams icon.
2. In Teams on the web, select your profile picture in the upper right corner of Teams.
3. Click your name to open your profile card.
4. On your profile card, select **+ Pronouns** or the pronouns listed below your name




5. To add or change your pronouns, select from the examples, or enter your own. To delete, remove your pronouns. In the example below, Elvia Atkins has chosen She/Her. The preview window also shows the chosen pronouns.

### Add your pronouns

×

Include pronouns in your profile info to let others know how to refer to you. Your pronouns are available to people at your work or school when they use Microsoft 365. ⓘ



**Elvia Atkins**  
She/Her  
Senior researcher  
Research & development

She/Her

Examples: They/Them She/Her He/Him

[Learn more](#) Cancel Save

6. Select **Save** and then **Got it**. Changes are updated immediately.