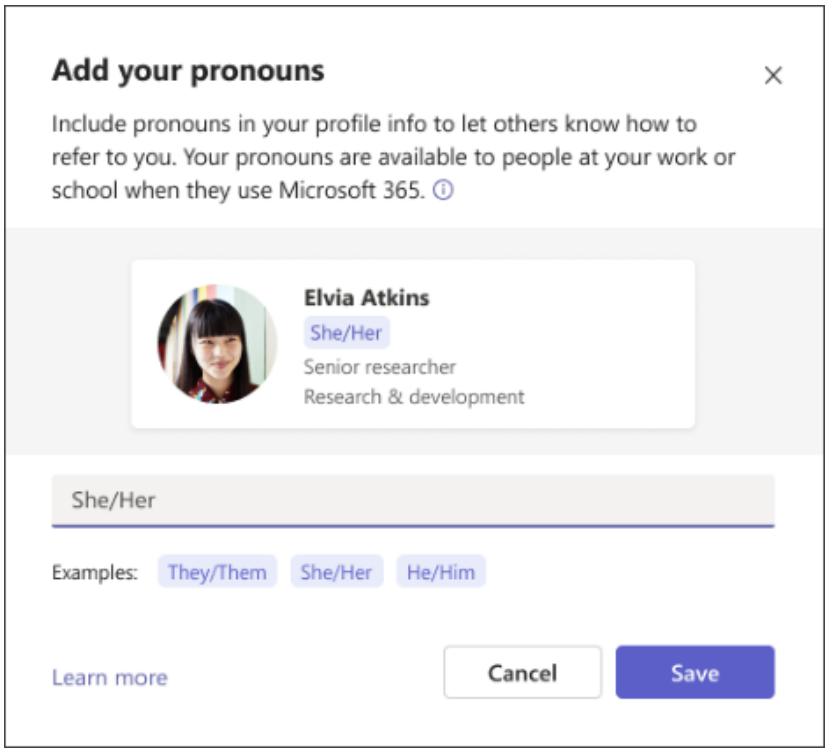
Add, Change, or Delete Your Pronouns in Microsoft 365

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.



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