

Pronouns within M365

Following a change request sponsored by the National M365 Information Governance & Security Group, it was agreed to enable the **Pronouns** feature within our M365 tenant.

What are pronouns?

Pronouns are the words we use to replace someone's name in a sentence, such as "he," "she," or "they" in English – for example, *they* asked for directions or this office is *hers*.

Correctly using someone's pronoun is one of the most basic ways to show that we value being inclusive and respectful. When we are referred to with the wrong pronoun, it may make us feel disrespected, invalidated, and alienated. In a hybrid multicultural workplace, the simple act of using the right pronouns for one another can help build trust and improve communication among colleagues.

What is happening within M365?

Within the NHS Scotland M365 tenant, individuals will be able to share their pronouns on their Outlook on the Web profile card, as well as within Microsoft Teams.

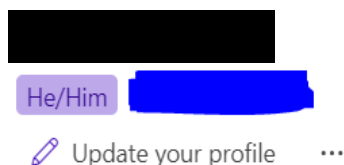
Whilst the feature is being enabled at a national level, and will be available to all NHS Scotland users, it will always be the individual's choice whether they complete their pronouns. There are a range of suggested pronouns within the environment, and these are:

- They/Them
- He/Him
- She/Her

Individuals can also type in pronouns which are not on the suggested list, if they feel that their pronouns are not represented accurately.

Once pronouns have been added to an employee's profile, the employee can always alter the pronouns that are there, or delete their pronouns from their profile completely, should they wish to do so.

Once they have been added by the employee, the profile card looks like the below, with the pronouns field highlighted in purple:



Staff can make changes at any point by clicking on the purple field, and changing the pronouns to their desired choice or deleting them completely.

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Commonly asked questions

1. Who can see my pronouns?

Anyone that has an account in your organization, including guest accounts, can see pronouns on profiles.

2. Where do my pronouns show up in Microsoft 365?

Your profile info is visible on your [profile card](#) in Teams and Outlook on the web. Pronouns information on your profile does not surface in experiences outside of Microsoft 365.

3. Can my pronouns show up outside of Microsoft 365?

The pronouns you set in Microsoft 365 experiences like your profile card in Teams and Outlook on the web are not shown in experiences outside of Microsoft 365.

4. Can I control who can see my pronouns?

Your pronouns are available to everyone in your organization. It's not possible to hide pronouns from certain users in your organization, including guest accounts.

5. How do I add, change, or delete my pronouns?

For detailed steps, see [Add, change, or delete your pronouns](#).

6. Can I undo pronoun changes on my profile?

You can add or remove pronouns on your profile by following the steps in [Add, change, or delete your pronouns](#).

7. Are there any restrictions in the pronouns field?

You can enter up to 30 characters, including spaces.

8. What if someone misuses the feature?

Pronouns are a personal subject, and they can be sensitive. If someone uses pronouns which you don't expect, it may be that they are reflecting their identity, however, if you think that the feature may be being deliberately misused, you should raise this locally in line with your Board procedures.

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Next steps

Boards may wish to circulate information around this change to their staff. The change will be made to the tenant, week commencing 24th July 2023.

Queries and additional information

Additional information on the use of Pronouns within M365 can be found at the following links (Microsoft documentation):

- [Pronouns on your profile in Microsoft 365 - Microsoft Support](#)
- [Pronouns best practices - Microsoft Support](#)
- [Frequently asked questions about pronouns in Microsoft 365 - Microsoft Support](#)
- [Profile cards in Microsoft 365 - Microsoft Support](#)

Governance or technical queries around the feature can be directed to [REDACTED]

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