





Notifications and Settings

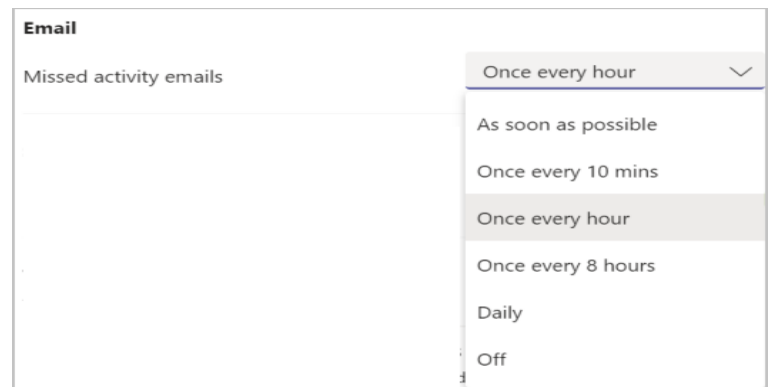
Manage notifications in Teams

Microsoft Teams offers different ways to access, receive, and manage notifications. These settings include how, when, and where your notifications appear, custom settings for channels and chat, appearance and sounds, turning off specific messages, and so on.

To manage your notifications, select **your profile picture** in the top right of Teams, then select  **Settings** >  **Notifications**.

Manage email notifications



In **Missed activity emails**, choose how frequently you receive emails for a missed activity or turn them off entirely.



Manage notification sounds

To turn off or turn on notification sounds, toggle **Play sound for notifications** to on.

Manage notifications from Activity

Go to **Activity**  on the left side of Teams, hover over the notification that you want to change, and then select **More options** .

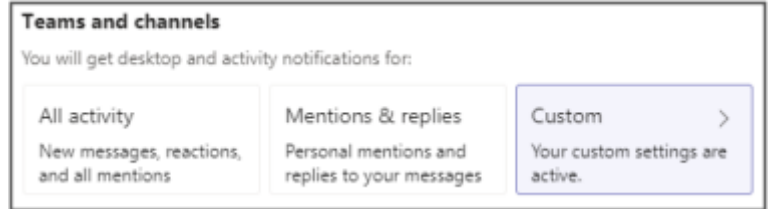
From here, mark a notification as read or unread, and on channel notifications you can adjust what kind of activity you get notified about for that specific channel.

Customize channel notifications



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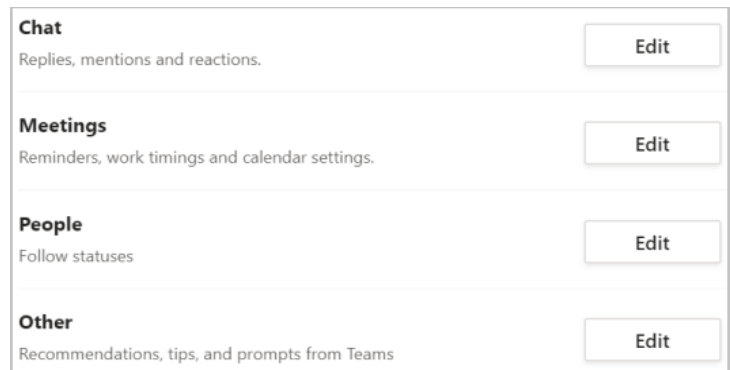
- To be notified about all your shown channels, select **All activity**
- To be notified only when you are @mentioned or when you receive replies to your messages in channels, select **Mentions & replies**
- For the most control over your channel notifications, select **Custom**



Customize all other notifications

Choose the **Edit** button next to the category to customize how you receive notifications for that category.

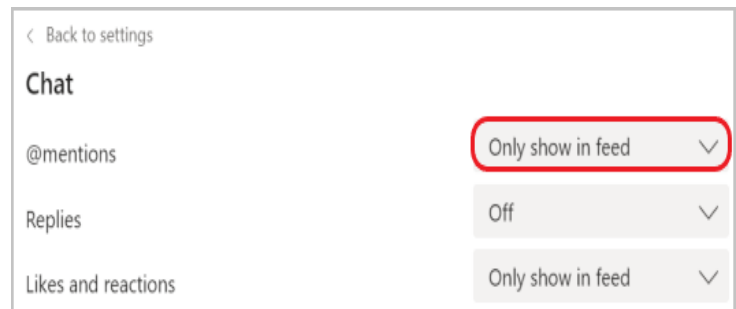
Categories include **Chat**, **Meetings**, **People**, and **Other**.



Only get notifications in the app

Select **Edit** next to **Chat**, then choose **Only show in feed** for a specific category. All notifications for that type of activity will be sent to **Activity** , which you can find at the top left corner of Teams.

Note: The app will still flash on desktop taskbar when notifications arrive, but no pop-up will show on your desktop.



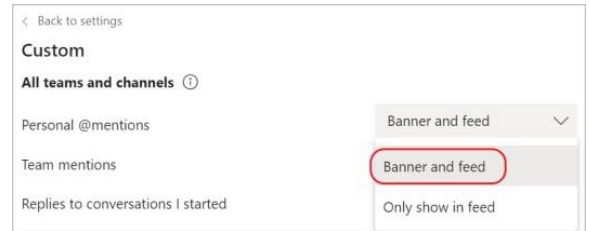
Get notified in the app and on desktop



Notifications and Settings

Select **Banner and feed** to receive notifications as both a desktop notification and as an alert in **Activity** .

Note: In Windows, notification banners will show in the bottom right of your screen. In macOS, they show in the top right.

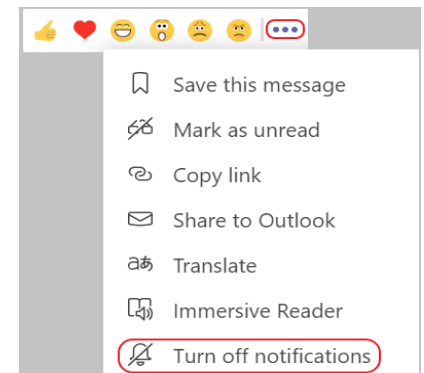


Turn off notifications for specific conversations

In a channel conversation, go to the top right corner of the original message and select **More options** > **Turn off notifications**.

As with muting a chat, turning off notifications to a channel conversation will stop updates for that specific conversation.

Note: You'll still receive notifications if someone directly @mentions you.

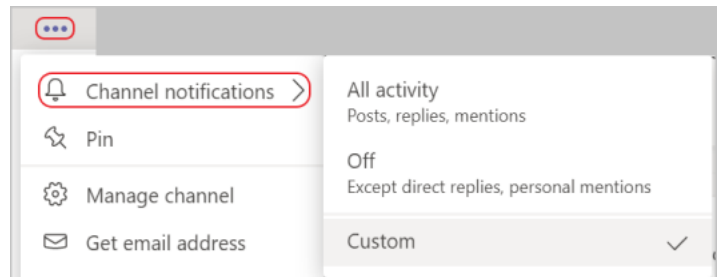


Change channel notifications from the teams list

Hover on a channel in your teams list and select **More options** > **Channel notifications** .

Choose from **All activity**, **Off**, or **Custom**—just as you would in settings. When you select **Custom**, a new window will open that has more options.

Note: By default, channel @mentions are turned off and all new posts will only show in **Activity** .



[Click to watch the “Manage notification settings” video.](#)

Six things to know about notifications

1. Notification settings are under your profile

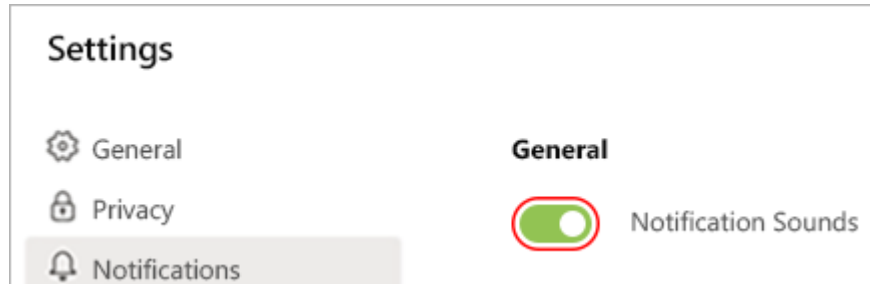
Access notification settings by selecting your profile picture in the top right corner of Teams, then **Settings** > **Notifications**.

2. Notification sounds can be on or off



Notifications and Settings

To choose if a sound plays with each new notification, select your profile picture at the top right corner of Teams, then **Settings** > **Notifications** > toggle off/on.



In this state, notification sounds are *on*.

Note: Currently, only Android mobile devices are able to choose what type of sound plays for notifications.

3. There are default settings

If you change nothing about your Teams notifications, you'll receive both desktop notifications and activity feed alerts for @mentions, direct messages (chat), and all new conversations and @mentions in the channels and teams that show in your teams list.

All of these defaults can be changed.

4. There are four ways to get notified

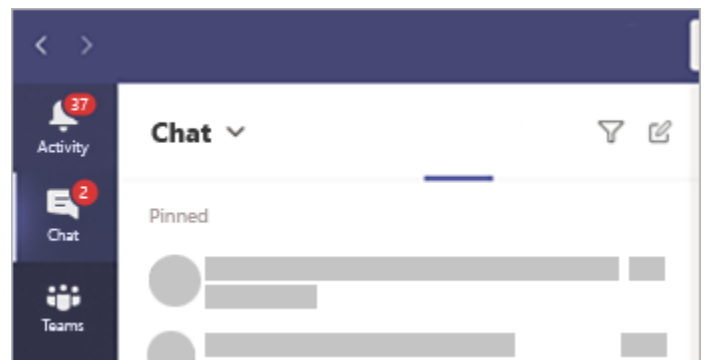
The activity feed

You'll find this in the top left corner of Teams. This is where we'll let you know what's happening across your teams and channels.



Then there's chat

This is where your group and one-on-one conversations happen. As you receive multiple messages, we'll keep a count of them for you.





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Desktop—aka “Banner”—notifications

On Windows, these will show in the bottom right corner of your screen, then move to the Action Center.

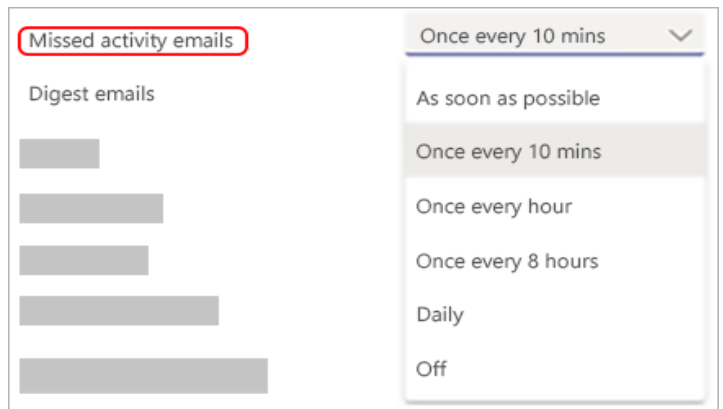


Email

If you want to use email to stay on top of Teams conversations as they happen, use the missed activity email. You choose how often you get them.

If you want a summary of the day’s activity, use the digest email. You’ll get this email at the beginning of each day.

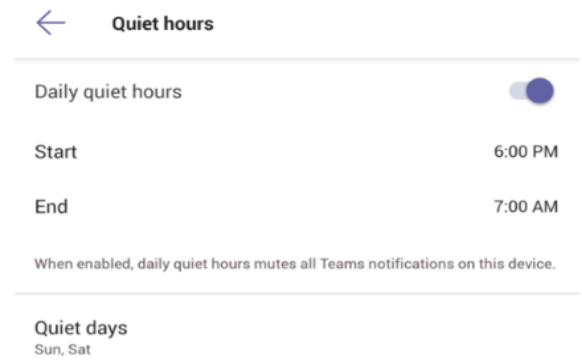
Tip: You can [reply to missed activity emails](#) directly from Outlook.



5. Things are slightly different on mobile

One of the first things you'll want to do is choose whether to send notifications to your phone **Always**, or only **When I'm not active on desktop**. (*You're considered inactive after 3 minutes of inactivity.*)

The other thing you’ll want to make sure to set are your quiet hours. To do this, go to **More** ≡ in the top left corner of the mobile app > **Notifications** > **Quiet hours**. Then set a specific time of day when you want Teams to hold your notifications—or choose entire days.



6. You can set notifications per channel, too

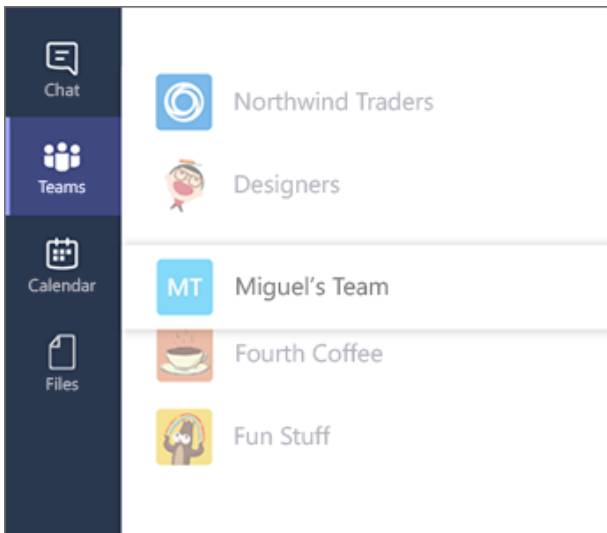
When you get added to a team, we’ll automatically show the three most active channels in that team. These channels will send you notifications when someone @mentions the channel. To also get notified for all new conversations and replies, select **More options** ... > **Channel notifications**, or go to notification settings, and under **Shown channels** select **Edit**.

Reorder the teams list

To reorder your teams, select **Teams** , then click and drag the team name anywhere in your teams list.



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Note: Every team you belong to shows up in your teams list, either in **Your teams** or inside **Hidden** at the bottom of your list.

Hide teams you don't use

Focus on the teams you're most active in, and hide the ones where you're not. To keep you organized, we'll automatically move teams you haven't visited in several weeks to the **Hidden** menu at the bottom of your teams list. They'll still update with any new activity and you can visit them at any time, they just won't clutter your teams list.

You'll be informed whenever a team gets bumped down to the **Hidden** menu and given the option to either accept the move or undo it. Move a team back at any time by selecting **More options ... > Show** to move it back up with the rest of the teams in your **Show**.

Change your notifications style in Teams

You can now choose between two styles of Teams desktop notifications: either the default Teams purple notifications, or the Windows 10 style.

Note: Native notifications for Windows 10 are available as part of the public preview program and may undergo further changes before being released publicly. To get access to native notifications and other upcoming features, switch to the Teams public preview.

If you want notifications to adhere to your device's do not disturb and other settings, choose Windows 10 native notifications. Upon switching, your Teams notifications will be delivered through the Windows notification center and move to the action center if you miss the notifications.



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1. Select your profile picture at the top of Teams. Next, select **Settings** > **Notifications** to open notification settings.
2. Under **Appearance and sound** > **Notification style**, choose **Windows** from the dropdown options.
3. To switch back to the default notification banners, follow the previous steps, and then choose **Teams built-in**



Explore the Activity feed in Teams

Activity feed basics

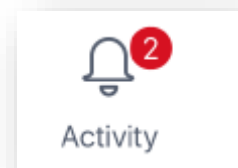
Select **Activity** to view your Activity feed, a summary of everything that's happened in the channels that are in your teams list. Select **Filter** at the top right corner of the feed to show specific types of messages such as unread messages, @mentions, replies, and likes.

When a red circle appears next to **Activity** , you have a notification—such as an @mention or a reply—in your feed.

These notifications remain in your feed for 14 days. After that they expire and no longer show in your feed.

Notes: Another way to check your notifications is to use the command box at the top of Teams.

- Type **/unread** to view your unread channel notifications.
- Type **/mentions** to view all your @mentions.



For a more specific feed, go to the **Feed** menu and select **My activity**.

You'll get a list of everything you've been up to lately in Teams.





Activity feed symbols

We attached unique symbols to different types of notifications in your feed. That way, you can look through your feed and prioritize based on the following:


- @mentions of you specifically.
- @team mentions for teams you're on.
- @channel mentions in teams you're on.
- Replies to your posts.
- Posts you liked.




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	You were added to a team.
	You were made a team owner.
	Trending posts.
	Suggested posts.

Filter your activity feed

Select **Activity**  to see your Activity feed--a summary of everything that's happened in the team channels you follow.

1. Select the **Filter** icon  .
2. In the menu that pops up, select what type of notifications you want to see.
3. Select **X** to close the filter.

For a more specific feed, go to the **Feed** menu and select **My activity**. You'll see a list of everything you've been up to lately in Teams.

[Click to watch the "Filter your activity feed" video.](#)

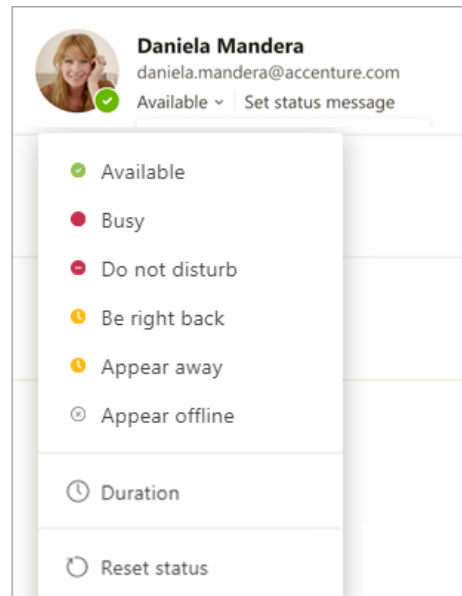
Change your status in Teams

If you want to make sure people know when you're *busy* or *away* from your desk, set your status in Teams. The little dot on your profile indicates if you're available or not.

Teams will automatically set the status in some cases, like when you're in a call. To explicitly set it yourself, go to your profile at the top of Teams and select one from the list.



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You can also update your status from the command box. Type **/available**, **/busy**, **/dnd**, **/brb**, **/away**, or **/offline** to set your status as *Available*, *Busy*, *Do not disturb*, *Be right back*, *Away*, or *Offline*.

Here's more detail about each kind of status that you change:

- **Available** is when you're active in Teams and don't have anything in your calendar (no meetings or calls, for example). Note that Teams will automatically set your status from *Available* to *Away* when you lock your computer or when it enters idle or sleep mode. On mobile, this will happen when the Teams app is in the background.
- **Busy** is when you want to focus on something, and you **do want notifications** to pop up. If you're in a meeting or call, Teams will automatically change your status to *In a meeting* or *In a call (Busy)* when not set to *Do not disturb*.
- **Do not disturb** is when you want to focus or present your screen and **don't want notifications** to pop up.
- **Be right back** is when you want to say you're temporarily away. It's never set automatically.
- **Appear away** is when you need to work without responding right away.
- **Appear offline** is when you want to indicate that you're not signed in to Teams, so will not be responding until you're back online. You'll still receive notifications if anyone messages you.

Note: If you're a MyAnalytics customer, use the MyAnalytics Outlook add-in to book focus time in your calendar. When you're in your focus time, your Teams status will change to **Focusing** and all notifications will be silenced until your focus time ends.

Set a duration for your status in Teams

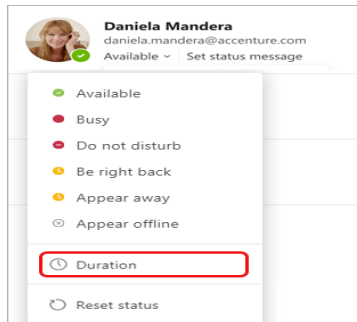


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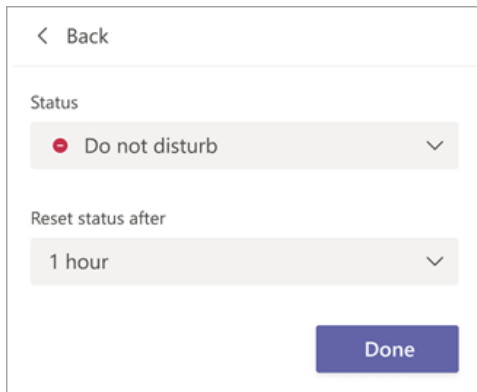
When you want to change your status for a specific period of time—for example, to set "Do not disturb" for an hour of concentrated work—you can set a duration so that Teams will automatically reset your status at the end of the allotted time.

Set a status duration

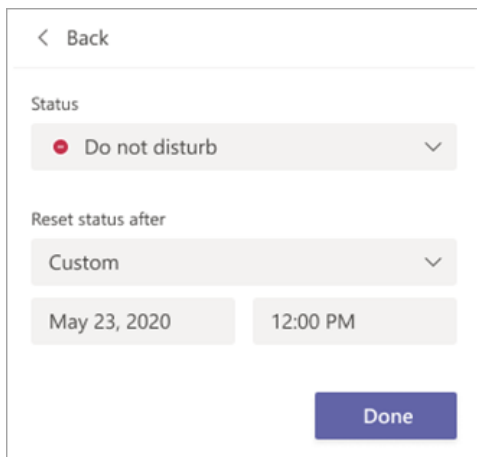
1. Select your profile picture, select your current status, and then select **Duration**.



2. Under **Status**, select the status you want to show going forward.
Under **Reset status after**, select the amount of time you want that status to last.



Or, if none of the suggested time frames work for you, select **Custom** under **Reset status after** and enter the date and time manually.





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3. Select **Done**.

At the end of the time period you entered, Teams will automatically reset your status based on your activity, your calendar, and the state of your computer.

Undo a status duration

Simply select a new status.

Alternatively, you can select your picture, select your current status, and then select **Reset status**.

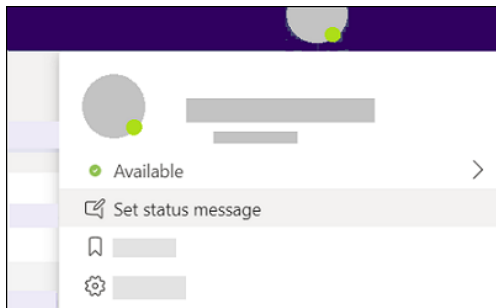
Set your status message

You can set your status message to include details you want others to see in Teams. This gives people more information about what you're up to.

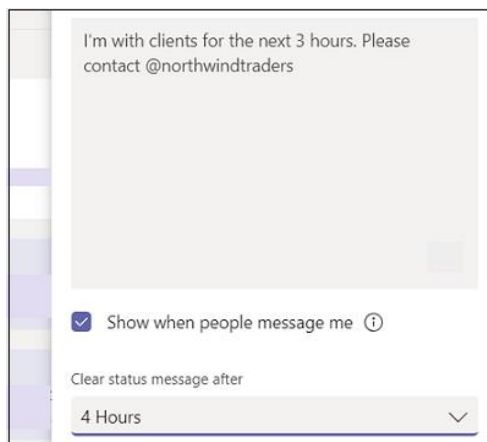
FYI—If you have a status message set in Teams, it will not show your automatic out-of-office reply that you've set in Microsoft Outlook.

To set your status message in Teams:

1. Go to your profile pic at the top of Teams and select **Set status message** to view your options.



2. Type the message that you want to show other people in the box. If you want to show people your status when they message or @mention you, select **Show when people message me**.



3. Choose when you want the message to stop displaying.



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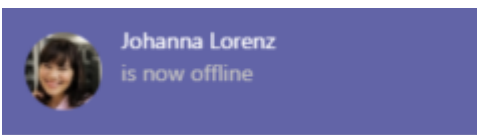
4. Select **Done** and you're all set.

Get notified when someone's status changes

If you'd like to know when someone in Teams changes their status to Available or Offline, you can add them to your status notifications list either through a previous chat or in settings.

Note: You can add up to 15 people to your status notifications list.

After you add someone to your status notifications list, you'll see a desktop notification banner at the bottom of your screen along with a notification in action center (if turned on in settings) whenever their status changes.

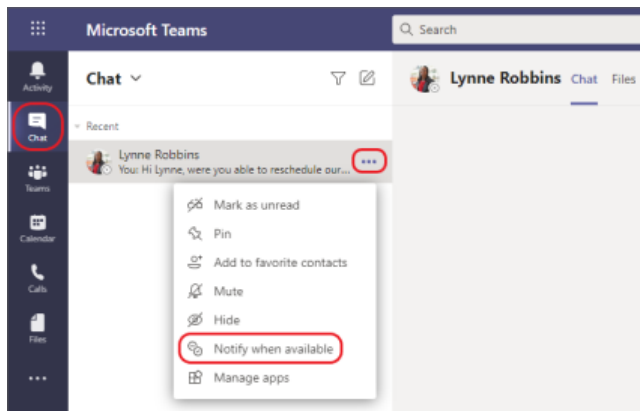


Status notification banner

Option 1: Create a status change notification through a chat

The chat option is convenient if you've recently had a one-on-one chat with the person that you want to get notifications about.

1. Choose **Chat** on the left side of the app.
2. In your chat list, choose a one-on-one chat that includes the person that you want to be notified about.
3. Select **...** **More options** and then choose **Notify when available**.



4. To stop seeing a person's status, follow the previous steps, and then choose **Turn off notifications**.

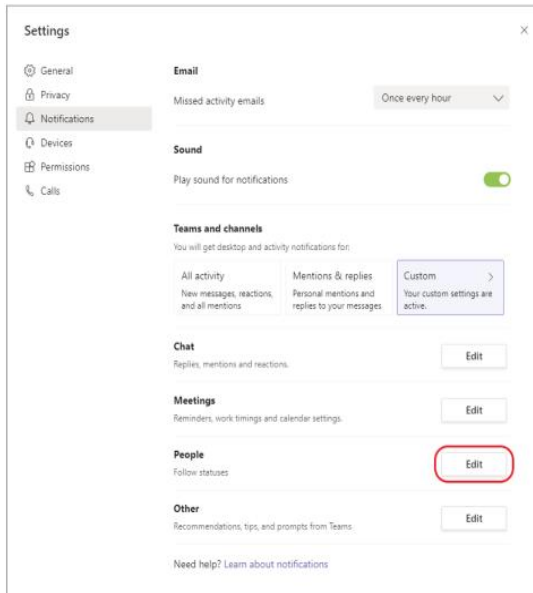
Option 2: Create a status change notification in settings



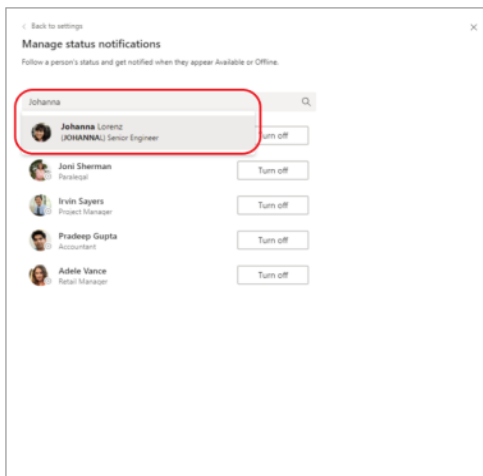
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The settings option allows you to search for someone in your organization and then add them directly to your notifications list.

1. Select your profile picture in the top right of Teams. Next, select **Settings** > **Notifications** to open notification settings.
2. Select the **Edit** button to the right of **People** to open the manage status notifications screen.



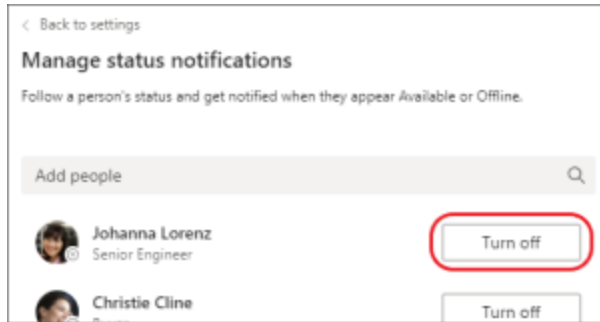
3. In the **manage status notifications** screen, type the name of the person that you want to be notified about in the **Add people** search box. Select their name when it appears.



4. To remove someone from your status notifications list, follow the previous steps and then select the **Turn off** button next to their name.



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For more information, please refer to the Microsoft training resource page [HERE](#)