

# How to Teams

## Managing Notifications



Microsoft Teams

# Goals



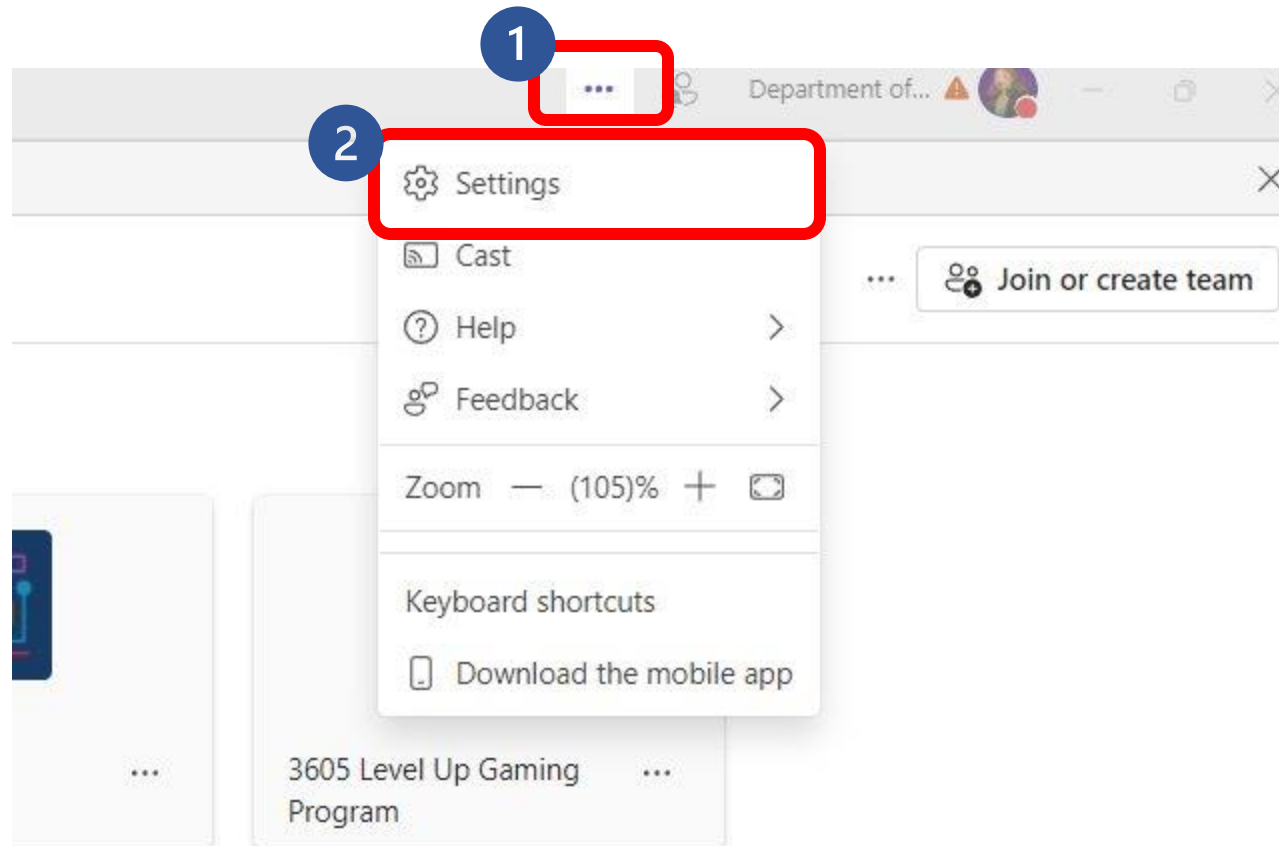
**Learning Intention:** To understand how **to manage your notifications** when working in MS Teams

## **Success Criteria:**

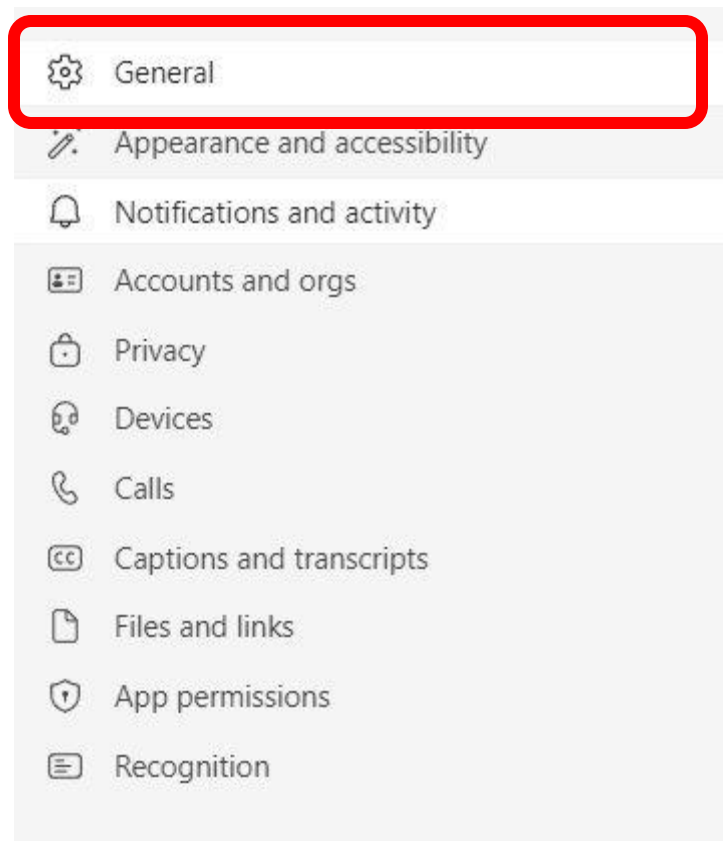
I can:

- Access and change the settings
- Make choices about my notifications
- Pin Channels to the top of my menu

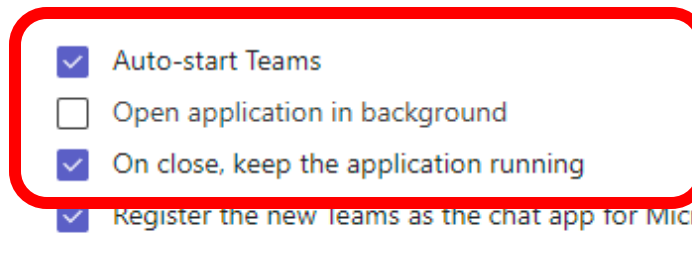
# Settings in app



# General Settings



## System

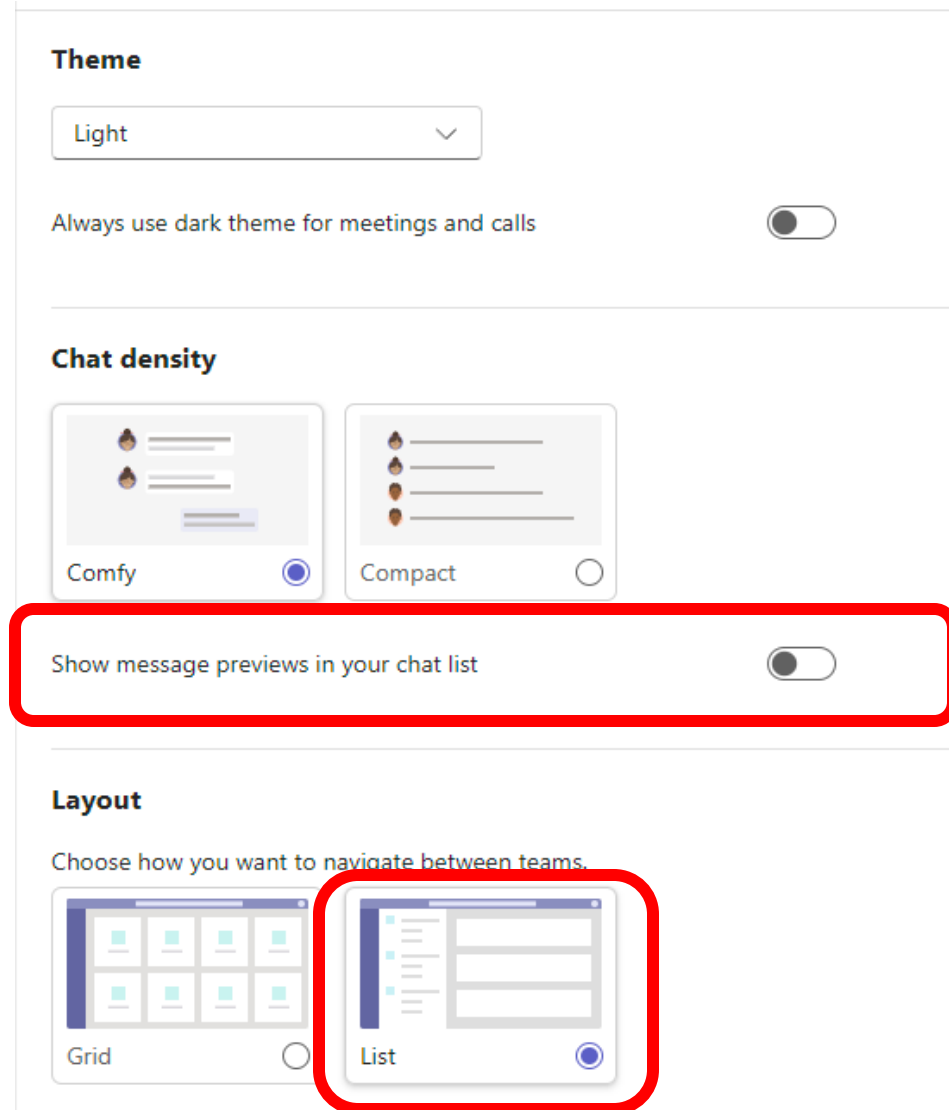
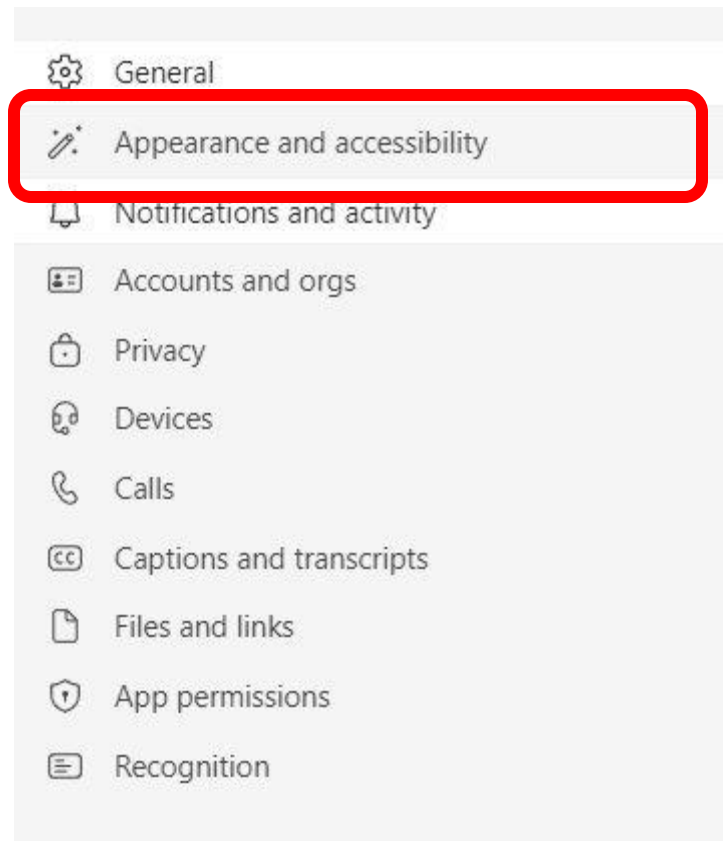


## Opening content in Teams windows

Open incoming notifications and links in the main window or a new window. This will only apply to this account.



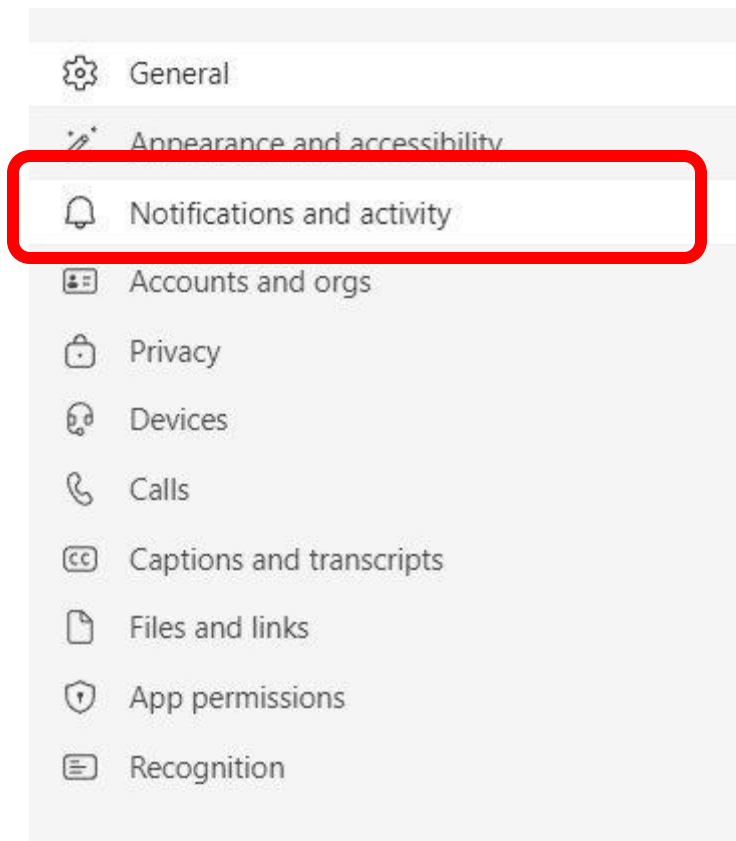
# Appearance





BrisbaneSDE

# Notification Settings






**General**

 Mute all notifications (except for calls and meetings) On

Always show urgent and priority contact notifications


 Sound ^

Play sounds with notifications Default ▾ ▶

Play sounds with urgent and priority contact notifications Default ▾ ▶


Play sounds with incoming calls, requests to join, and meeting start notifications

Play sounds when I'm busy or in a meeting


 Display ^

Show message and content previews in notifications

Show notifications during calls and meetings

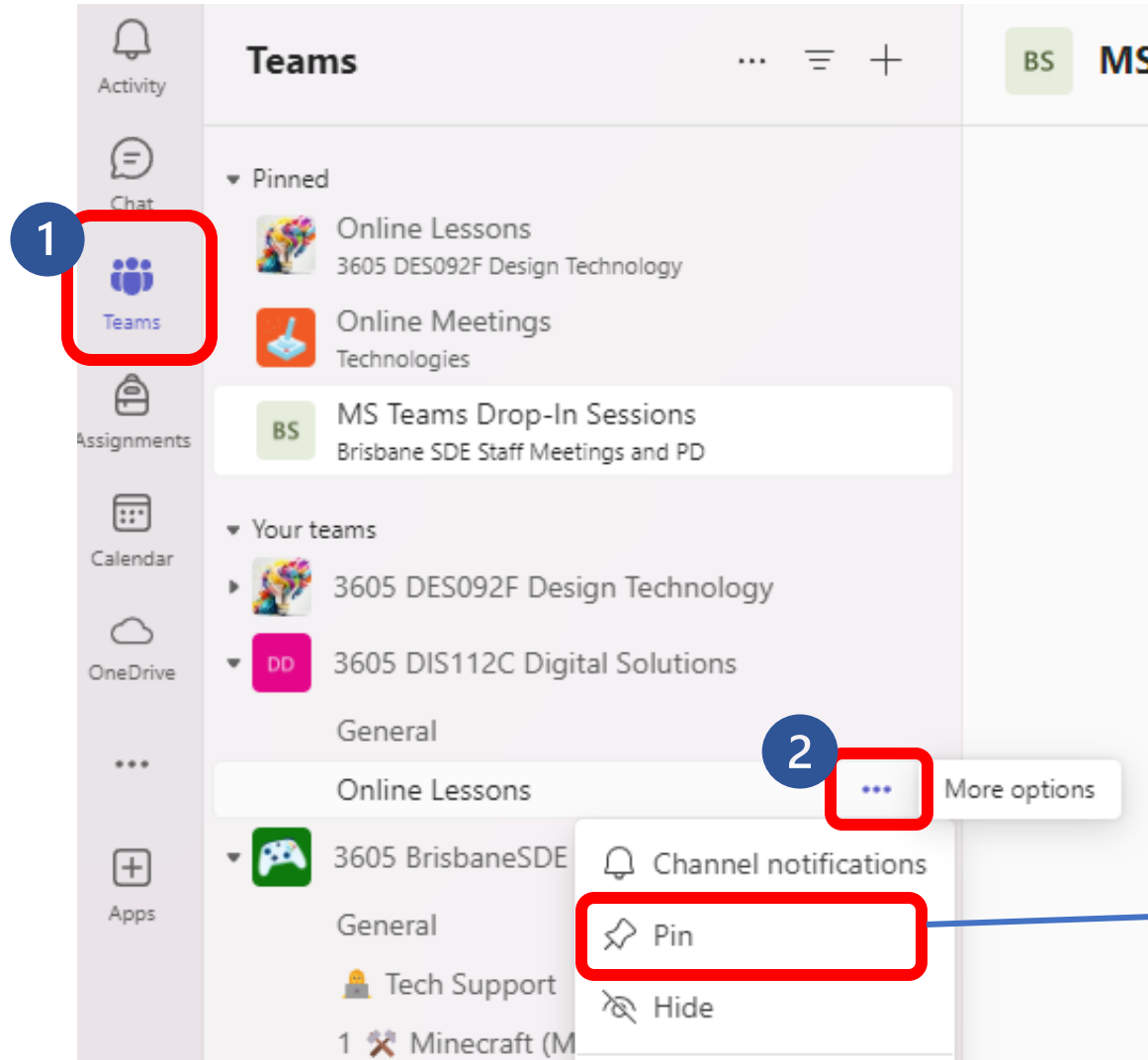
 Missed activity emails Off ▾

**Chats and channels**

 Chat message notifications Off ▾

# Pin Channels

Must be in list mode (appearance settings)



Pins the channel to the top for easy access