

# **How to Teams**

#### **Managing Notifications**



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#### Goals



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

#### **Success Criteria:**

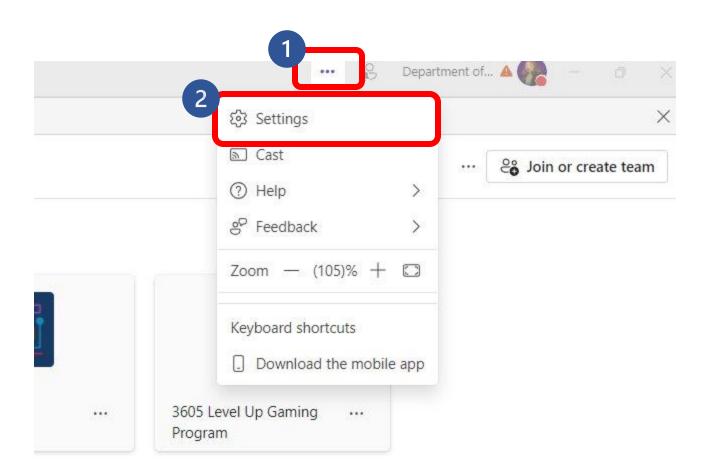
I can:

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

## Settings in app









### **General Settings**

#### 53 General Appearance and accessibility Notifications and activity 4: Accounts and orgs Ô Privacy 69 Devices B Calls Captions and transcripts CC Files and links App permissions 0 Recognition =

#### System

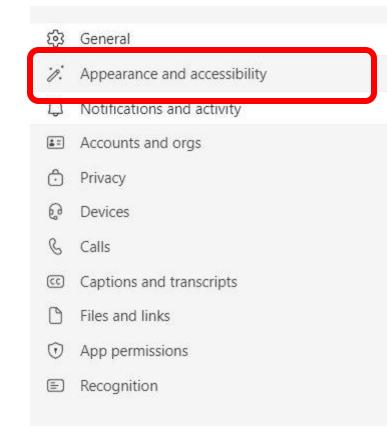
- Auto-start Teams
  - Open application in background
- On close, keep the application running
- Register the new leams as the chat app for Microsoft 365 (requires restarting Microsoft 365 applications)

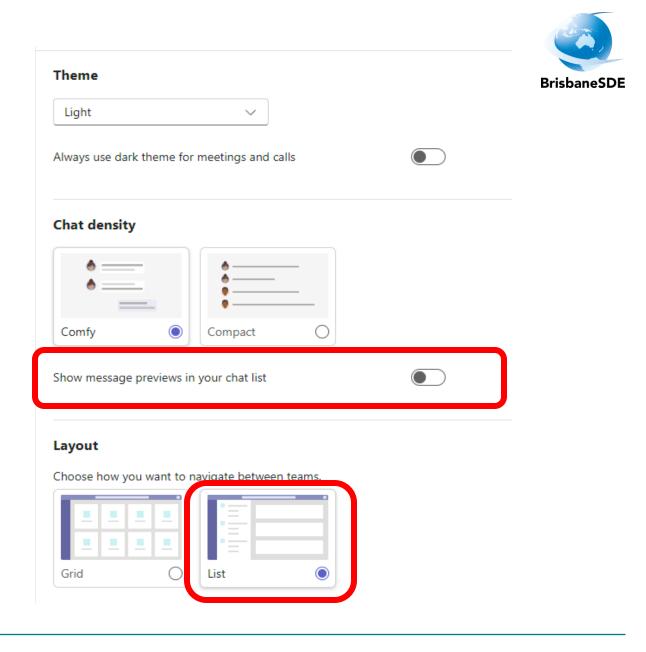
#### **Opening content in Teams windows**

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



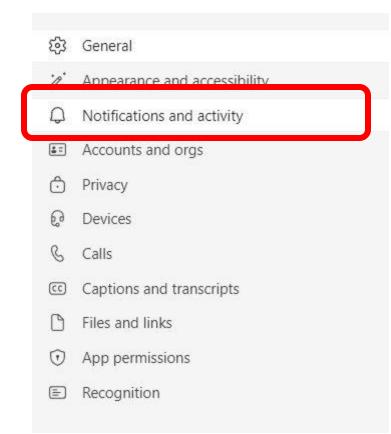
## Appearance





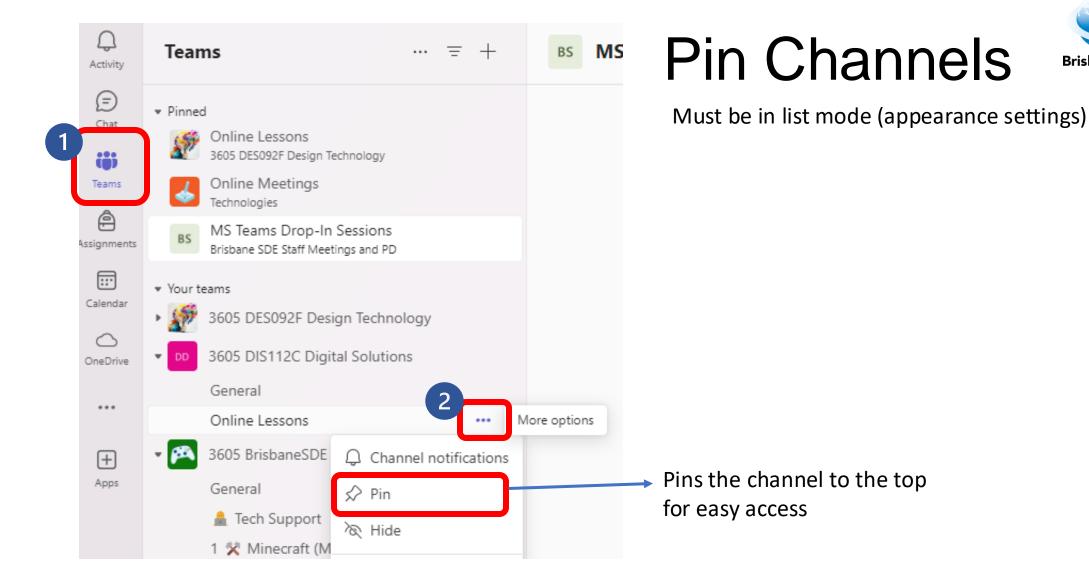


### **Notification Settings**



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Ø 1	Always show urgent and priority contact notifications	On 🚺	
<]) S	bund		^
	Play sounds with notifications	Default 🗸	$\triangleright$
E	Play sounds with urgent and priority contact notifications	Default $\checkmark$	$\triangleright$
	Play sounds with incoming calls, requests to join, and meeting start notifications		
	Play sounds when I'm busy or in a meeting		
© [	isplay		^
	Show message and content previews in notifications		
	Show notifications during calls and meetings		
	Aissed activity emails	Off v	
Chats an	d channels		
Ð	Chat message notifications	Off ~	





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