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Teams: how to control notifications

If Teams pings you all day, or you miss important messages, you can adjust it. A little setup means you hear about what matters and the rest waits until you are ready.

Teams updates its design from time to time, so menus may look slightly different from the steps here.

Open the notification settings

1. Click the three dots next to your profile picture at the top right.
2. Choose **Settings**.
3. Click **Notifications and activity**.

You will see sections such as **Chat**, **Teams and channels**, **Meetings** and **Mentions**. For each, you can choose how you are told. **Banner** pops up on the screen, and **Feed** shows in the **Activity** area only. Some options also send an email.

Quieter, but not silent

A sensible setup is:

- Keep banners for direct chats and @mentions.
- Turn down general channel posts so you only see them in the feed.
- Turn off sounds if they bother you, using the choices in the same area.

Mute one noisy chat or channel

- **Chat**: hover over it in the list, click the three dots, and choose **Mute**.
- **Channel**: hover over the channel name, click the three dots, choose **Channel notifications**, and pick which activity you want to hear about.

Use your status

Click your profile picture and set your status to **Do not disturb** during a meeting or when focusing. Choose **Duration** to set how long. You can still see what you missed afterwards.

Windows has its own **Do not disturb** switch in the notification area, and this can also hide Teams banners. If you miss them unexpectedly, check that too.

Getting too few notifications

- Check that **Do not disturb** is off.
- Check that notifications are allowed for Teams in Windows **Settings**, **System**, **Notifications**.
- On your phone, check the settings for the Teams app.

Mobile

Open the Teams app, tap your picture, and choose **Notifications**. You can set quiet hours there.

When to get more help

If you are still missing messages on your phone or computer, contact us so we can check the settings with you.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.