

Microsoft Teams

Conversation Notifications

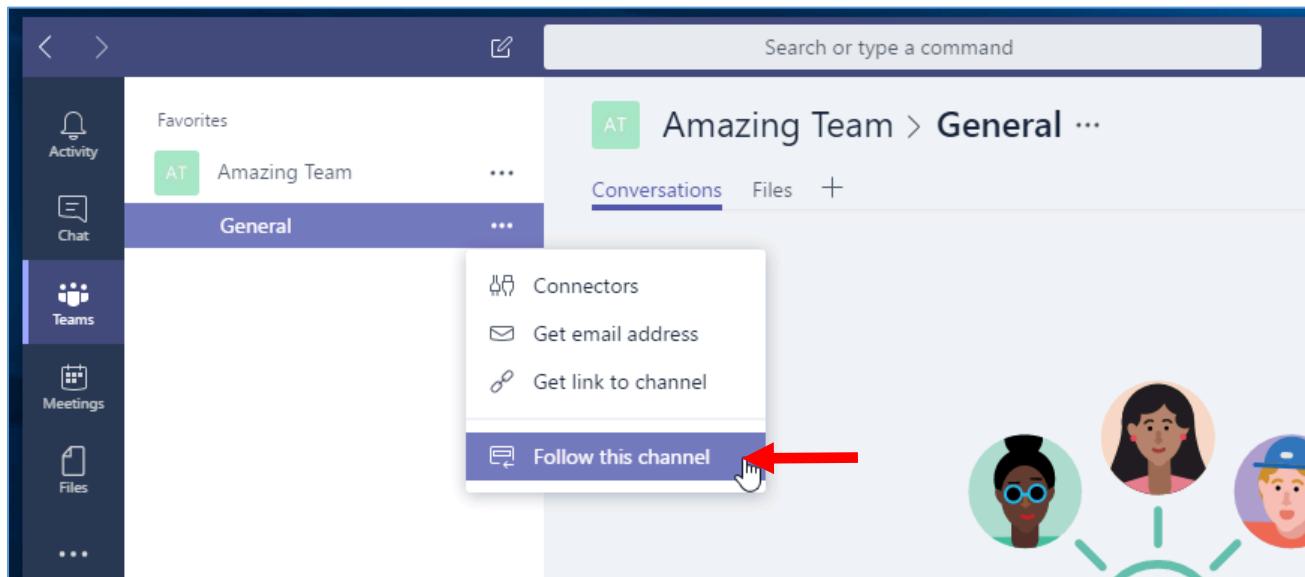
You will receive a notification for every direct message sent to you. Notifications will appear in the lower right-hand corner of your screen and look like this:



Team/Channel Notifications

IMPORTANT: To receive notifications when a new message is posted to a channel, **you must be following that channel.**

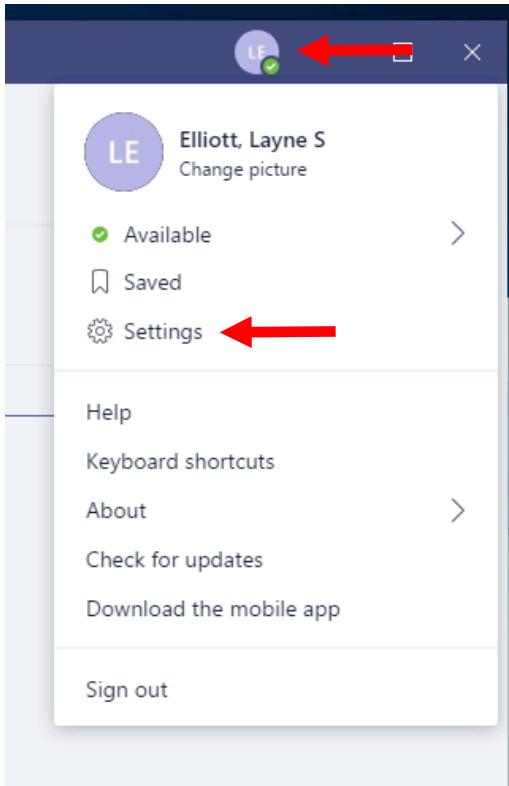
To follow a channel, click the 3 dots next to the channel and then click “Follow this channel”.





Notification Settings

You change your notification settings by clicking on your status icon in the upper right hand corner and then clicking "Settings".





Then click the Notifications tab. Here you can customize the notifications options to your liking.

Settings X

General

Notifications ←

Mentions

Personal mentions	Banner and email
Channel mentions	Banner and email
Team mentions	Banner and email

Messages

Chat messages	Banner and email
Replies to conversations I started	Banner
Replies to conversations I replied to	Banner
Likes	Banner
Followed channels	Banner and email

Other

Team membership changes	Banner
Team role changes	Banner
Sound	Call, mention and chat
Email frequency	Once every hour
Chat with Skype for Business	Disabled