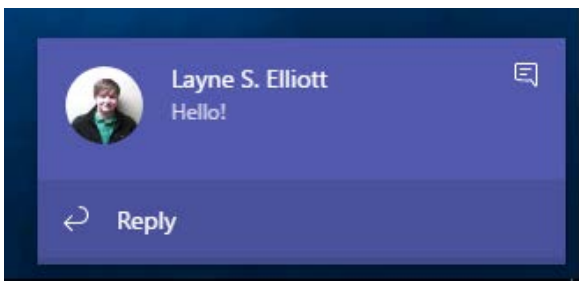


Microsoft Teams

Conversation Notifications

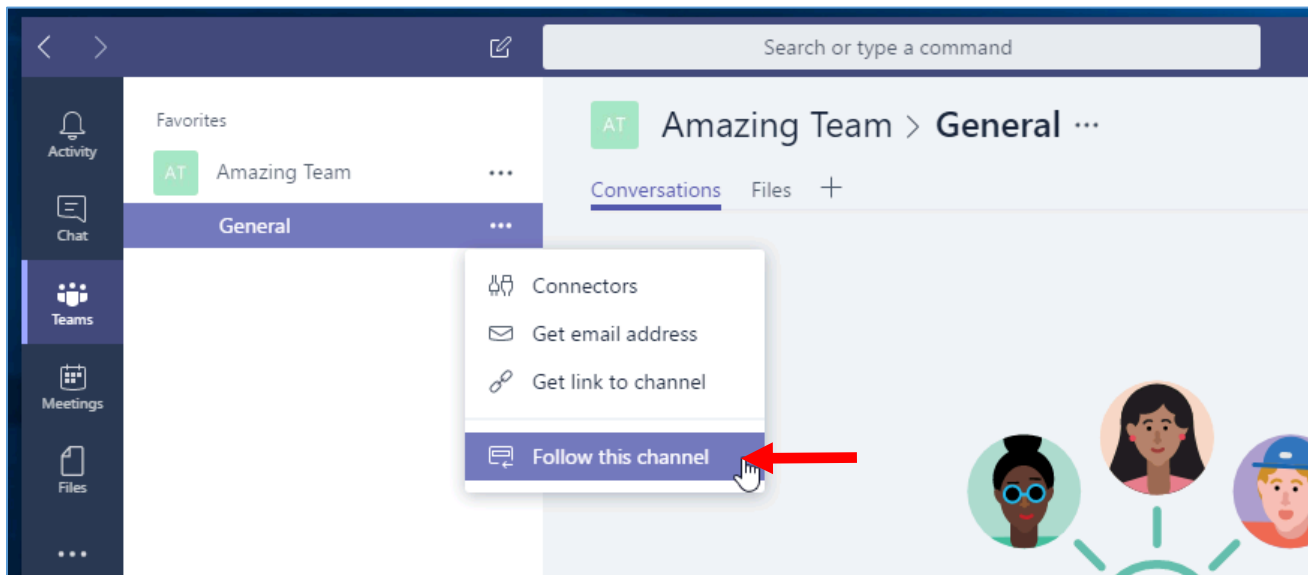
You will receive a notification for every direct message sent to you. Notifications will appear in the lower right-hand corner of your screen and look like this:



Team/Channel Notifications

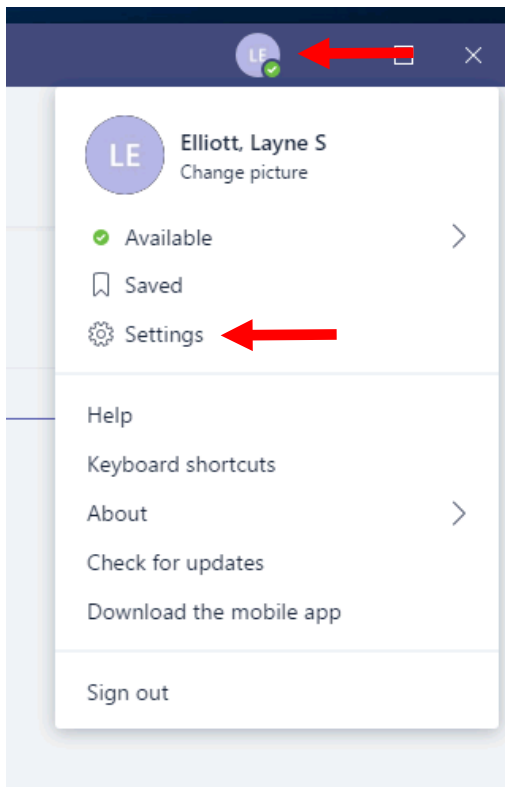
IMPORTANT: To receive notifications when a new message is posted to a channel, **you must be following that channel.**

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

 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	▼