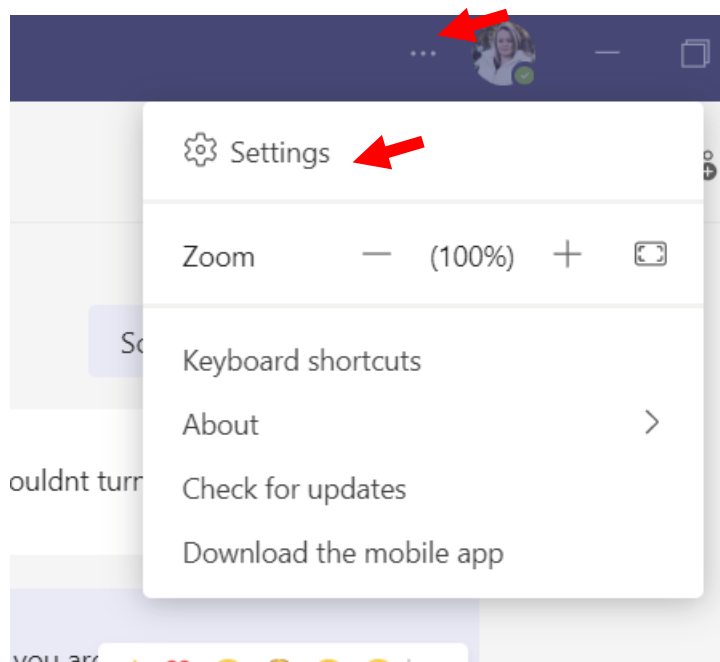


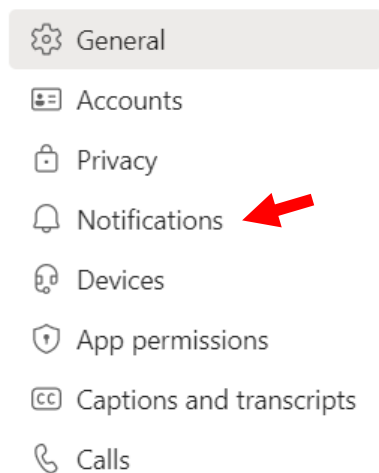
How to change Settings for notifications in Teams

1. Click on ... next to your profile picture
2. Click on **Settings**

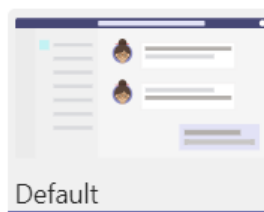


3. Click on **Notifications**

Settings

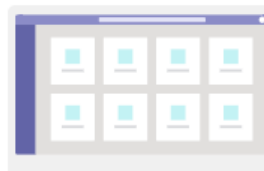


Theme



Layout

Choose how you want to n



- Here you Edit **Notifications**
- Either click **All Activity** or click **Custom**

Settings



General

Accounts

Privacy

Notifications

Devices

App permissions

Captions and transcripts

Calls

Email

Missed activity emails

Once every hour

Appearance and sound

Notification style

Teams built-in

Show message preview

☒

Play sound for incoming calls and notifications

☒

Teams and channels

You will get desktop and activity notifications for:

All activity

New messages, reactions, and all mentions

Mentions & replies

Personal mentions and replies to your messages

Custom

Your custom settings are active.

Chat

Messages, mentions and reactions.

Edit

Meetings

Reminders, work timings and calendar settings.

Edit

People

Keep track of someone's status and get notified when they appear available or offline.

Edit

Other

- If you Click on **Custom** make sure notifications for everything are set to **Banner and Feed** (especially the highlighted one)

[Back to settings](#)

Custom

All teams and channels ⓘ

Personal @mentions	Banner and feed
Team mentions	Banner and feed
Replies to conversations I started	Banner and feed
Replies to conversations I replied to	Banner and feed
Likes and reactions	Banner and feed

Shown and pinned channels ⓘ

All new posts Notify me every time there is a new post in this channel	Banner and feed
<input type="checkbox"/> Include all replies	
Channel mentions Notify me each time this channel is mentioned	Banner and feed

[Reset to default](#)