






MICROSOFT TEAMS KNOWLEDGE BASE

MANAGE NOTIFICATIONS IN MICROSOFT TEAMS (DESKTOP)

Microsoft Teams offers different ways to access, receive, and manage notifications. These settings include how, when, and where your notifications appear, custom settings for channels and chat, appearance, and sounds, turning off specific messages, and so on.

To manage your notifications, select **Settings and more**  at the top right of Teams, then select **Settings**  > **Notifications and activity** .

MANAGE GENERAL SETTINGS FOR NOTIFICATIONS

In the **General** section of **Notifications and activity** you can configure notifications in several important ways, ensuring that Teams is providing you with the level of notifications and reminders that works best for you.

MANAGE GENERAL NOTIFICATIONS

In the **Notifications** section, you have several options to configure sounds and when notifications display. These include:

- **Play sounds with notifications:** every notification will include a system sound to alert you.
- **Play sound with incoming calls, requests to join, and meeting start notifications:** only incoming calls, requests to join meetings, and meeting start notifications will include a system sound to alert you.
- **Show message and content previews in notifications:** a short preview of the message or content will be included in the notification.

- **Show notifications during calls and meetings:** notifications will be shown even if you are in a call or meeting.

You can also use the toggle to turn all notifications on or off.

MISSED ACTIVITY EMAILS

In the **Missed activity emails** section, you are able to set the frequency of summary emails detailing your missed activity, or turn this feature off.

- As soon as possible
- Once every 10 mins
- ✓ Once every hour
- Once every 8 hours
- Daily
- Off

Options for frequency of emails summarizing missed activities.

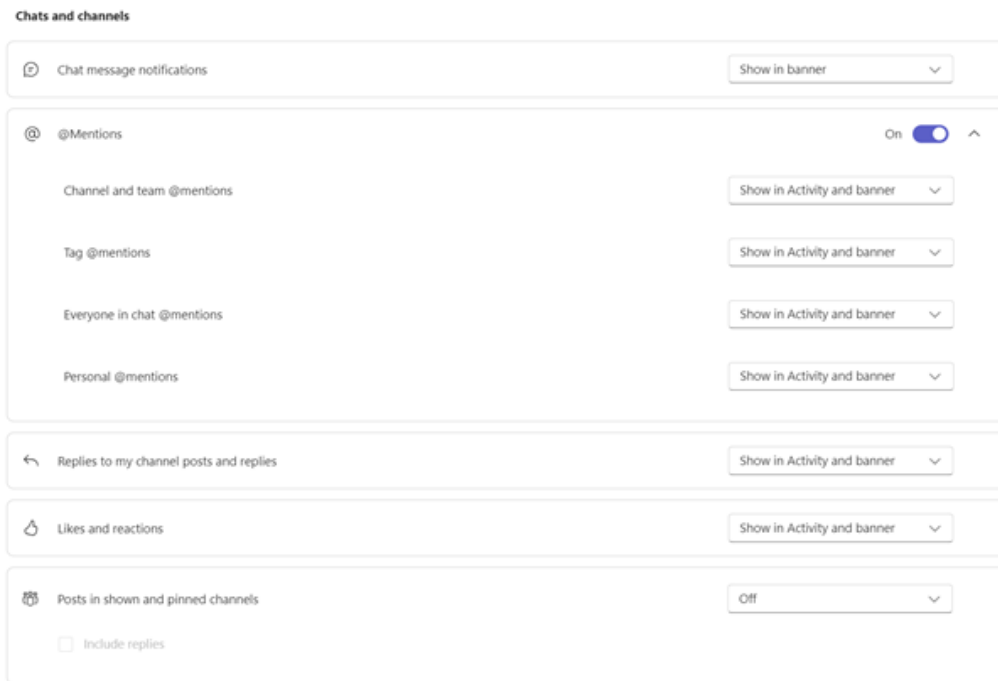
CUSTOMIZE CHATS AND CHANNELS NOTIFICATIONS

Notifications for chats and channels can be managed at a granular level, allowing you to customize your notifications to your personal work style. In the **Chats and channels** sections of **Notifications and activity**, you can do the following:

- To be notified about **Chat message notifications**, you can select to have those notifications shown in the banner or turned off.
- To be notified when you are @mentioned, use the toggle to turn these notifications on or off.
- Additionally, you can configure @mentions for channel and team @mentions, tags, for everyone in the chat, or your personal @mentions.
- Configure where replies to your channel posts and replies are shown.
- Configure where likes and reactions are shown.
- Configure where replies to your channel posts and replies are shown.

To learn more, see [Customize channel notifications](#).

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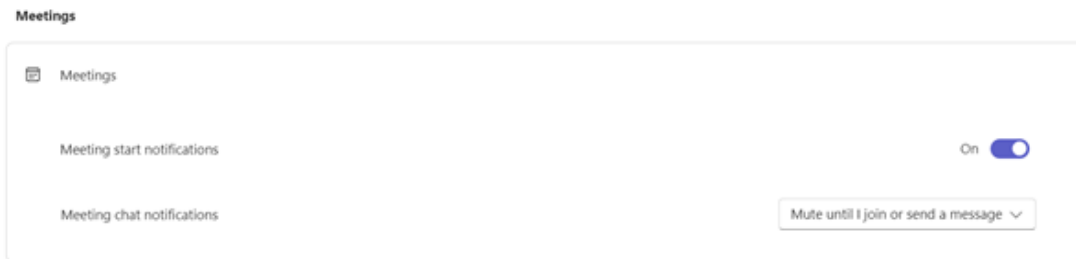


There are many ways to configure chat and channel notifications in Teams.

MANAGE MEETINGS NOTIFICATIONS

In the **Meetings** section of **Notifications and activity**, you are able to configure how notifications are shown for meeting about to start, and chat notifications during meetings.

- **Meeting start notifications** can be turned on or off using the toggle.
- **Meeting chat notifications** can be set to **mute**, **unmute**, or to **mute until I join or send a message**.



MANAGE CALENDAR NOTIFICATIONS

In the **Calendar** section of **Notifications and activity**, you are able to configure how notifications are shown for meetings on your calendar that are new invites, updates, cancellations, and when meetings you have organized have been forwarded to others.

MANAGE NOTIFICATIONS IN MICROSOFT TEAMS (DESKTOP)

- **New invites, updates and cancellations sent to me** allows you to show notifications in Activity, in Activity and banner, or turn these notifications off.
- **When people forward meetings I've organized** allows you to show notifications in Activity, in Activity and banner, or turn these notifications off.

Calendar

The screenshot shows the notification settings for the Calendar app. It features a header 'Calendar' with a calendar icon. Below it, there are two notification categories, each with a toggle set to 'On' and a dropdown menu set to 'Show in Activity':

- New invites, updates and cancellations sent to me**: Toggle is On, dropdown is Show in Activity.
- When people forward meetings I've organised**: Toggle is On, dropdown is Show in Activity.

MANAGE APPS NOTIFICATIONS

Individual apps (such as Power BI, Loop, and more) can be added to teams, and notifications can be managed and configured for each of these apps.

- Apps can be configured to turn the notifications for each app on or off using the toggle next to the app name.
- Additionally, some apps may allow additional options to allow you to show notifications in Activity, in Activity and banner, or turn these notifications off.

Apps

The screenshot shows the notification settings for various apps. Each app has a toggle set to 'On' and a dropdown menu. The 'Loop component mentions' app has additional dropdown options for 'When someone @mentions you in a Loop component' and 'Other', both set to 'Show in Activity and banner':

- Viva Insights (DI)**: Toggle is On, dropdown is Show in Activity.
- Updates**: Toggle is On, dropdown is Show in Activity.
- Viva Engage**: Toggle is On, dropdown is Show in Activity.
- DI Viva Engage**: Toggle is On, dropdown is Show in Activity.
- Viva Learning**: Toggle is On, dropdown is Show in Activity.
- Loop component mentions**: Toggle is On, dropdown is Show in Activity and banner. Sub-options: 'When someone @mentions you in a Loop component' (Show in Activity and banner), 'Other' (Show in Activity and banner).
- Power BI**: Toggle is On, dropdown is Show in Activity.
- Loop component changes**: Toggle is On, dropdown is Show in Activity.

Note: The Apps section will not display until individual apps have been added to Teams, and you have received your first app notification.

CHANNEL NOTIFICATIONS FROM THE TEAMS LIST

Hover on a channel in your **Teams** list and select **More options**  > **Channel notifications** .

For each channel you can configure notifications in two ways:

- For **All new posts**, you can select **Banner and feed**, **Only show in feed**, and **Off**. You may also choose to include replies by checking the **Include replies** box.
- For Channel mentions, you can select **Banner and feed**, **Only show in feed**, and **Off**.

Note: By default, channel new post notifications are turned off, and @mentions will show in both **Banner and feed**. To return to default settings, select **Reset to default**.

Channel notification settings

All new posts

Notify me every time there is a new post in this channel

Off

Include replies

Channel mentions

Notify me each time this channel is mentioned




Banner and feed

Reset to default

Cancel

Save

MANAGE NOTIFICATIONS FROM ACTIVITY

Go to **Activity**  on the left side of Teams, and select **More options** . Select **Notification settings** .

You will see the **Settings** > **Notification and activity** screen as described previously in the article.