

How to get notifications  
on teams? 

12:38



JM

Maharjan, Juhi >

Student Technician

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Offline

38 AM



Working remotely

1...



Set status message



Notifications  
On

17 AM

Mo...



Settings



Add account

erday

ek,....

Select your initials on the top right corner.

Click on “Settings”

erday

C...

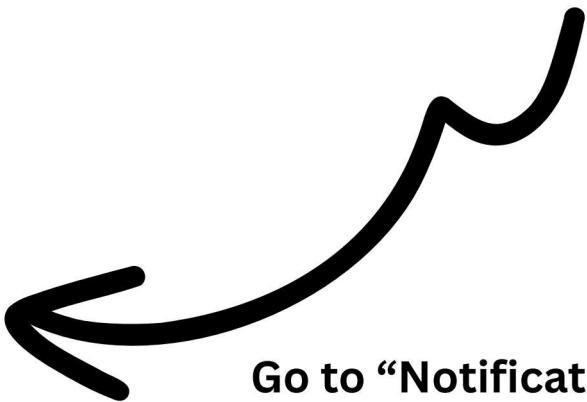


# Settings

## General

-  Appearance System default >
-  Data and storage

## Gannon University

-  Profile
-  Notifications 

Go to “Notifications”
-  Chats and channels
-  People
-  Calling
-  Captions and transcripts
-  Walkie Talkie



# Notifications

Notify me on mobile for

Make sure it is set to notify all activities

All activity

Chats, calls, @mentions, channels, and more



Chats and calls

Chats, calls, and @mentions

Only calls

Everything else is muted

Custom



Choose what you get notified for

Set meeting notifications

Meetings



Meeting start reminder and meeting chats

## Only calls

Everything else is muted

## Custom



Choose what you get notified for

## Set meeting notifications

### Meetings



Meeting start reminder and meeting chats

### Block notifications

**On the bottom, make sure block notifications are not turned on**

#### Block during quiet hours

Quiet hours not scheduled

#### Block when active on desktop

#### Block when in meetings

When attending from this device



12:40



General >  
STEM Center

Go to any teams channel and  
click on this icon



Posts

Files

More



Reply



## General

- ▼ See new posts at top  
This applies to all channels

✉ Copy email address

🔗 Copy link to channel

⌚ Show in channel list



➕ Show in

🔍 Find in this channel

**Enable to notify you on all new posts/replies.  
Repeat this for all teams channel you are in.**

Notify me for

\_equals\_ All new posts



← Include thread replies



Go to Settings in the Teams desktop app to fine-tune your notifications.