
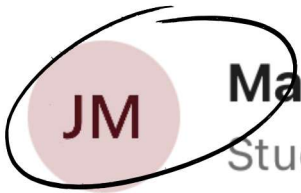


How to get notifications
on teams? 

12:38



Maharjan, Juhi >

Student Technician



Offline



Working remotely



Set status message



Notifications
On



Settings



Add account

**Select your initials on the top right corner.
Click on “Settings”**



Settings

General



Appearance

System default



Data and storage

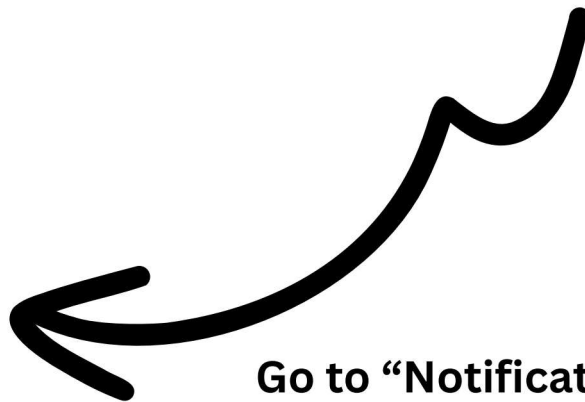
Gannon University



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



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



Block notifications

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

Block during quiet hours

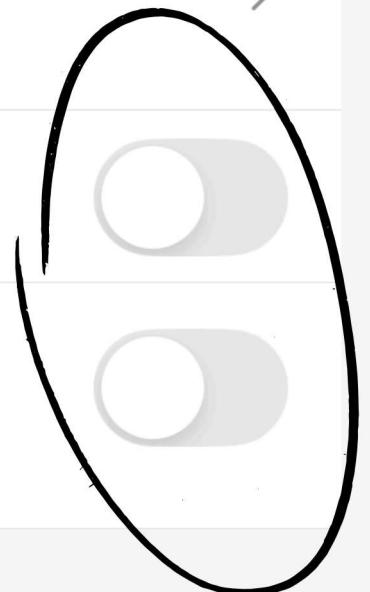
Quiet hours not scheduled



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



All new posts



Include thread replies



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