

GSD. MS Teams - Manage Notification Settings in Microsoft Teams

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General Information:

Possible symptoms/errors:

User wants to know How to Manage Notification Settings in Microsoft Teams

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Teams notifications alert about new tasks, mentions and comments related to what user is working on, or need to look at. These notifications make sure that they are not missing anything important or relevant to them. In Microsoft Teams, they have the control to decide what notifications they receive, where they receive them, and how often they get them.

Details:

To Choose notification settings, advise user to:

Select Settings and more (...) > Settings. Select Notifications. Change the settings to what they want. To modify notification style, select Appearance and sound > Notification style:

Teams built-in: To Receive Teams notifications in-app. Windows: To View only user's desktop notifications.

Under Teams and channels, choose which desktop and activity notifications they'd like:

All activity: To Adjust new messages, reactions, and all mentions. Mentions & replies: To Adjust personal mentions and replies to user's messages. Custom: To Choose what they get notified for and how.

To Modify customized settings, advise user to:

Under Custom, user can customize notifications for:

All teams and channels: To Change notifications for all teams and channels that they have access to. Shown and pinned channels: To Change notifications for only a team or channel that shows up in

user's teams list or anything they've pinned.

Under Settings > Chat > Edit, they can customize their personal @mentions, notifications, and other messaging features in Teams.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A