# Lesson 2:  Microsoft Teams Managing Notifications

Now that you have learned how to chat and may be participating in Teams video meetings, it's time to pick your notification settings.   Teams can be noisy or quiet as you want.

Supporting video:  https://www.youtube.com/watch?v=aID6oxYEEzI and refer to the attached

**Before we begin here are some Teams notification terms to know:**

**BANNERs** are pop-up notifications which appear at the corner of the screen whenever a user receives a message or is mentioned, individually or as a member of a **team**.  Banners can be accompanied by sound or not.

You can view your **FEED** in the Teams by clicking the bell icon in the upper left corner of the Teams interface.

An **@mention** is a way to get someone's attention in a conversation or a chat.  To use an @mention, in the box where you type your message, type **@** plus the first few letters of the person's first or last name. The person must be a member of the team or of the group chat for you to @mention them.   You can also @mention entire teams and channels.

**Likes and reactions** allow you to show your feelings or acknowledge that you've seen what someone's written by adding reactions like 👍 or ❤️. Just hover over a message and pick one that works for you.

**Trending** topics are hot issues currently receiving a lot of activity.

**Teams vs. Channels:**  A **team** is a group of people gathered to get something big done in your organization.  Teams are made up of **channels**.  Each channel can be dedicated to a specific topic, department, or project.  Most channels are **standard** ones — everyone on the **team** can participate in conversations, share files, and more. With a **private channel**, members must be specifically added to it to participate or see the channel in their list of channels.

**Pinned channels** stay at the top of the list so you don't have to hunt them down.  To pin a channel, go to a channel name and select **More options** ⋯ > **Pin**. This ensures that the channel stays at the top of your list. If you change your mind, just select it again and unpin it.

Teams alerts do not stay visible like Skype for Business alerts but you can tweak notification settings a bit.

**Basic Notification Settings**
1. Open Teams and click your face or your initials in the upper right corner.
2. Click **Settings** and then click **Notifications.**
3. **Under Emails:**  set the **missed activity** to **As soon as possible** or maybe **once every hour**.  This will send you an email for Teams messages you've missed.
4. **Under Teams and Channels**:  choose **All Activity.**
5. If you want the pop-up to stay on your screen for more than a few seconds:
   a) **Under Notification Style:**  choose **Windows**.
   b) Close Teams
   c) Click the **magnifying glass** in the lower left corner of your taskbar at the bottom of the screen.
   d) Start typing **Choose how long**
   e) Click **Choose how long notifications are shown** which should appear at the top of the search list.
   f) At the bottom of the screen, set **Show notifications for** to **5 minutes**.

# Advanced Notification Settings

There are a lot of notification settings.  Since you're new to Teams, you may wish to initially adjust the settings highlighted in blue.Items in **blue** are the minimum recommended to be alerted to important Teams activity.

| Notification Setting | Noisier | Quieter |
|---|---|---|
| **Email**:  Teams will email you about any activity you have missed. | • As soon as possible<br>• Every 10 minutes | • Every 8 hours<br>• **Daily**<br>• Off |
| **Appearance and sound** | | |
| Show Message Preview | Popups display the first few lines of messages. Some view this as an invasion of privacy | You will not see a message preview. |
| Play Sound for notification | **A sound will play** | No sound will play. |
| **Teams and channels** | **All Activity button.** | **Mentions and replies** button |
| | You can further tweak your "Teams and Channels" notification settings by clicking the Customize button.   To use the Customize option, see the section below in the shaded table. | |
| **Chats** | | |
| @mentions | **Banner and feed** | Only in Feed |
| Replies | **Banner** | Off |
| Likes and reaction | Banner and feed | Only in Feed or Off |
| **Meetings:** | | |
| Meeting started notification | **Banner** | Off |
| Meeting chat notification | • Unmute | • **Mute until I join or send a…**<br>• Off |
| **People:**  Follow a person's status and get notified when they appear Available or Offline. | Use search to add a person or people you'd like to follow | Do not add many people to your list. |


| **Custom Teams & Channel Notifications** – Click the **Custom** button under **Teams and Channel Notifications** to determine exactly how you want to be notified | | |
|---|---|---|
| Personal @mentions: | **Banner and feed** | Only in Feed |
| Team mentions: | Banner and feed | Only in Feed or Off |
| Replies to conversations I started: | **Banner and feed** | Only in Feed or Off |
| Replies to conversations I replied to: | **Banner and feed** | Only in Feed or Off |
| Likes and Reactions: | Banner and feed | Only in Feed or Off |
| Trending: | Banner and feed | Only in Feed or Off |
| **Shown and pinned channels** | | |
| **All new posts** – notify every time there is a post in this channel | Banner and feed | Only in Feed or Off |
| **Channel mentions** – notify me each time this channel is mentioned | Banner and feed | Only in Feed or Off |