

Setting Microsoft Teams Notifications

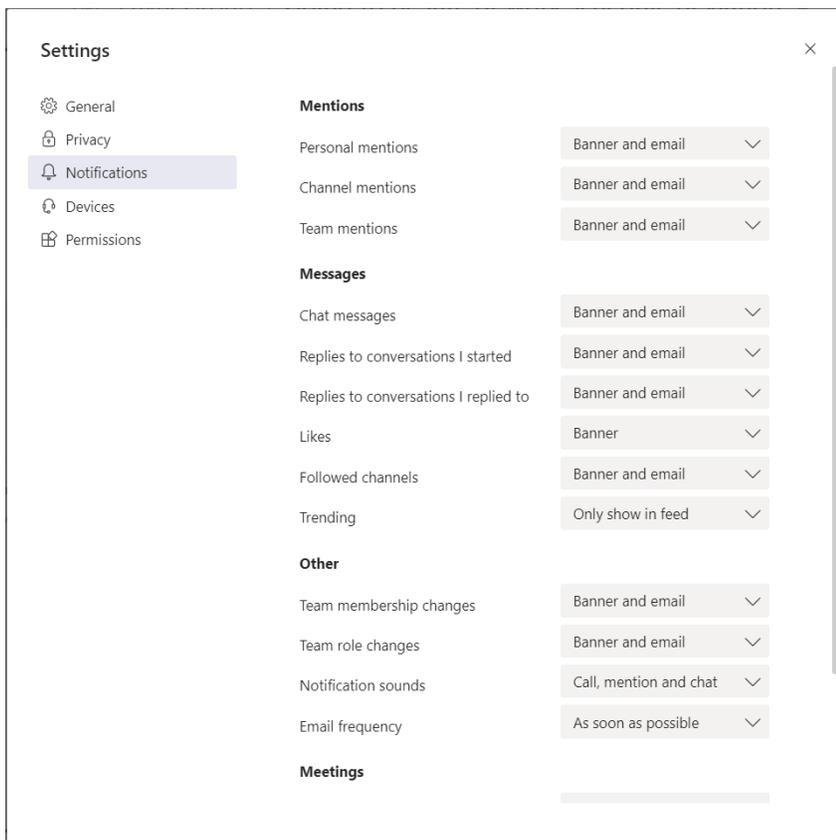
Most people who use Microsoft Teams would agree this software has revolutionized the way we communicate internally and sometimes, with clients and other third-parties. Teams cuts down on the redundancy and volume in email and allows you to collaborate and share information in a more focused forum.

For many organizations, Teams has become an essential part of their workday. Therefore, it's important to set your notifications correctly so you don't miss out on important messages.

Desktop notification settings and mobile device notifications are controlled separately. If you set notification preferences on your desktop, you will also want to go to your mobile device and set Teams notification settings there.

Teams Desktop Notification

If you're working on your desktop computer, as opposed to a mobile device, you can view and set your notification preference by clicking on Account Settings (normally your picture in the upper-right corner of the window), Settings, then Notifications. The result is shown in the next figure.



Here you can set options to control if, when and how you are notified for different messages. For instance, you can specify how you are notified, if someone likes one of your posts compared to how you are notified when someone mentions you directly in a post.

Banner Notification Type

Banner notifications appear in the lower-right corner of your screen.

Banner and Email Notification Type

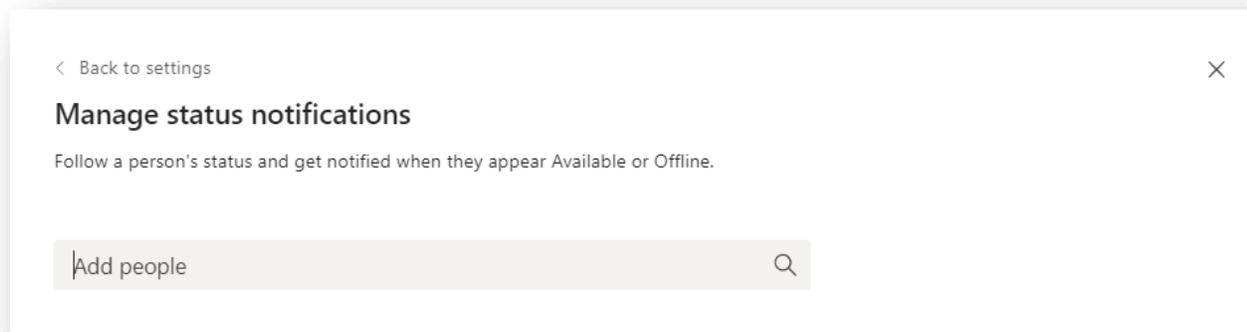
Notifications will display in the banner, and an email message alert will also be delivered to your Inbox.

Scroll through all the notification preferences and click the drop-down for each to control the setting.

Additional Notification Options

Most options in this window control how you are notified when someone mentions you or a team and channel of which you are a member. But there is also a useful setting for working with others within your organization.

Scroll to the bottom of the different notifications and click Manage status notifications instruct Teams to notify you when a team member changes their status (busy, not available, etc.). This is especially helpful when working with remote teams and knowing when someone is available to communicate with you. The banner appears in the lower-right corner when their status changes.



Controlling Notifications on a Mobile Device

To set or change notifications on a mobile device, open Teams, then click More (three lines) or click on your picture (device dependent).

1. Click More
2. Settings
3. Notifications

Some of the most useful settings include setting quiet hours for when you should not be disturbed. There is also a setting for controlling when to send notifications. The remaining settings are handling instructions for events such as likes, new tasks, comments related to what you are working on, mentions, missed calls and more.

Types of Notifications

Each classification of notifications has its own distinctive icon. The @ symbol indicates you have been mentioned in a post. The three heads icon indicates that a team of which you are a member was mentioned. There are also @channel mentions icons for teams you are on, a back-pointing arrow for replies to your posts, thumbs up for posts liked, two people with a plus indicates that you were added to a team, and finally, a ribbon icon reflects that you have been made owner of the team.

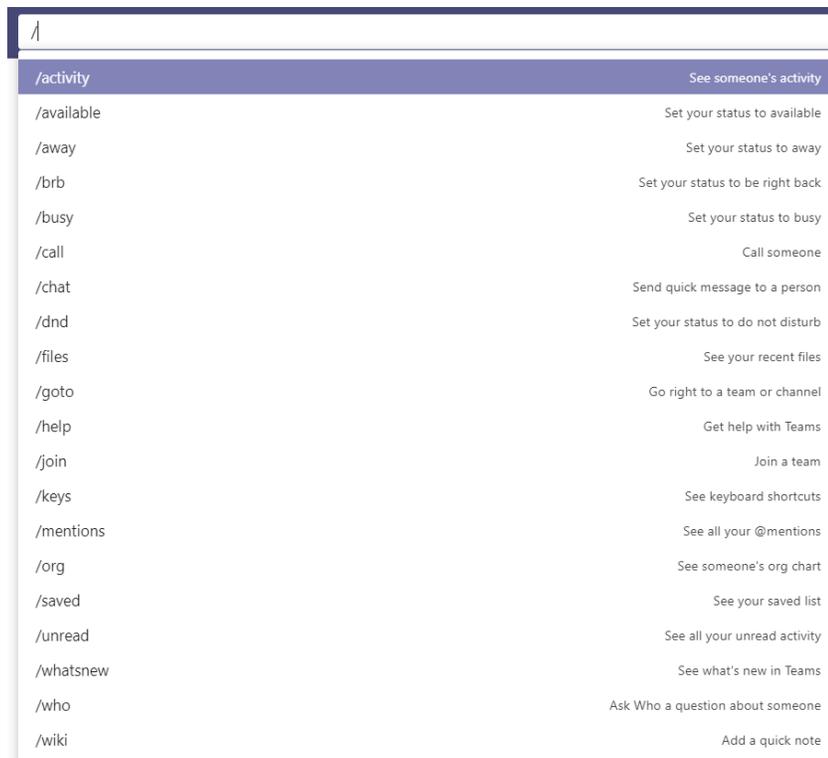
Apply a Filter for Viewing Certain Types of Notifications

The Search box in Teams is powerful and serves more than one function. One way to use it is to apply a filter to see all your mentions, replies or other notification types and other types of notifications. Click within the Search or Type a Command box in the top-center of the window and type what you want to filter and display the results. For instance, type /mentions or replies and press Enter to display the filtered results based on the specified criterion.



See a list of all commands on which You can Search or Filter

Type the last symbol followed by the options in the following figure.



Each person in your organization can specify how they want to be notified when there are relevant posts in Teams. Setting notifications is an important first step in using Microsoft Teams successfully.

About PayneGroup

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