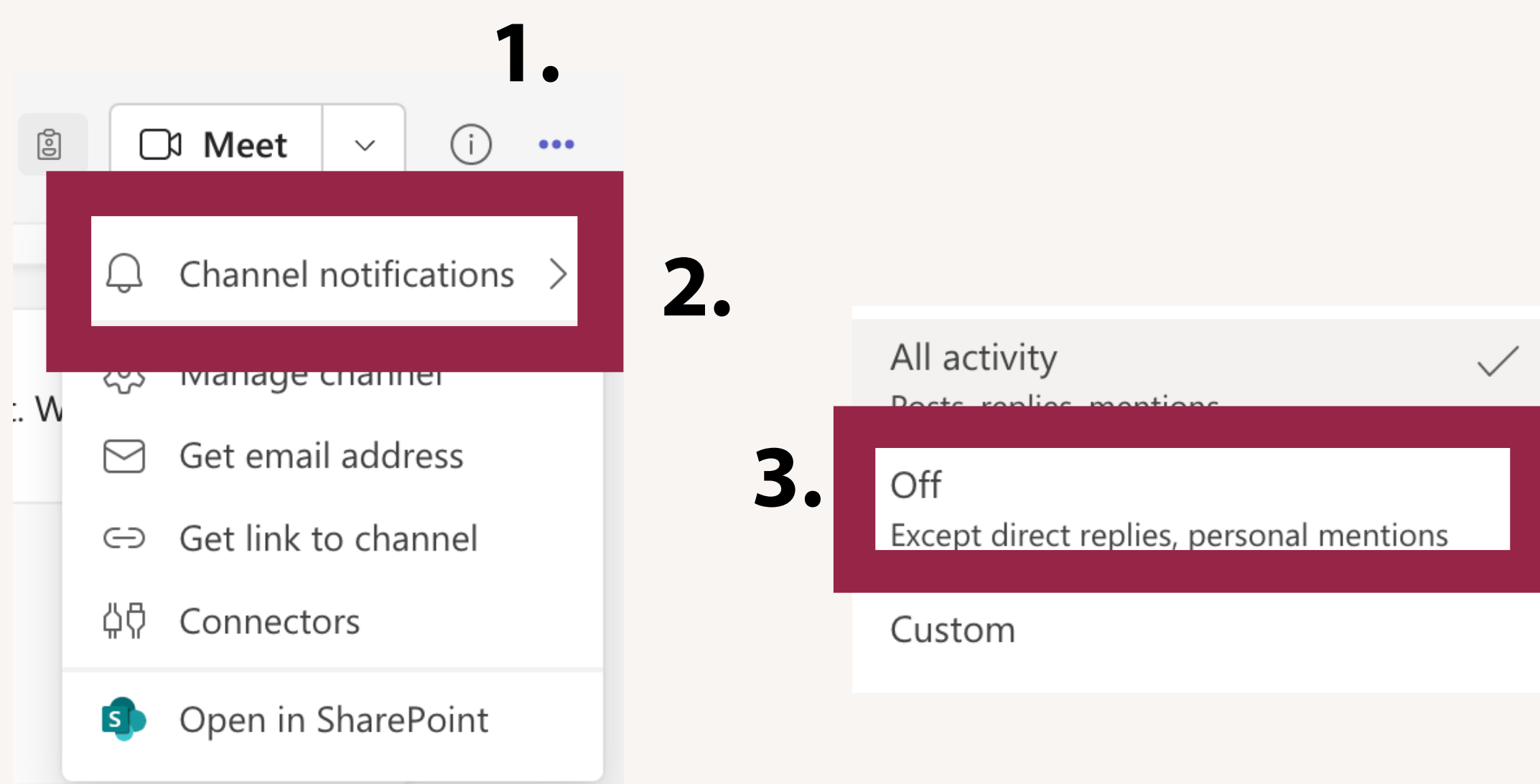


3 WAYS TO MANAGE YOUR NOTIFICATIONS

In MS Teams

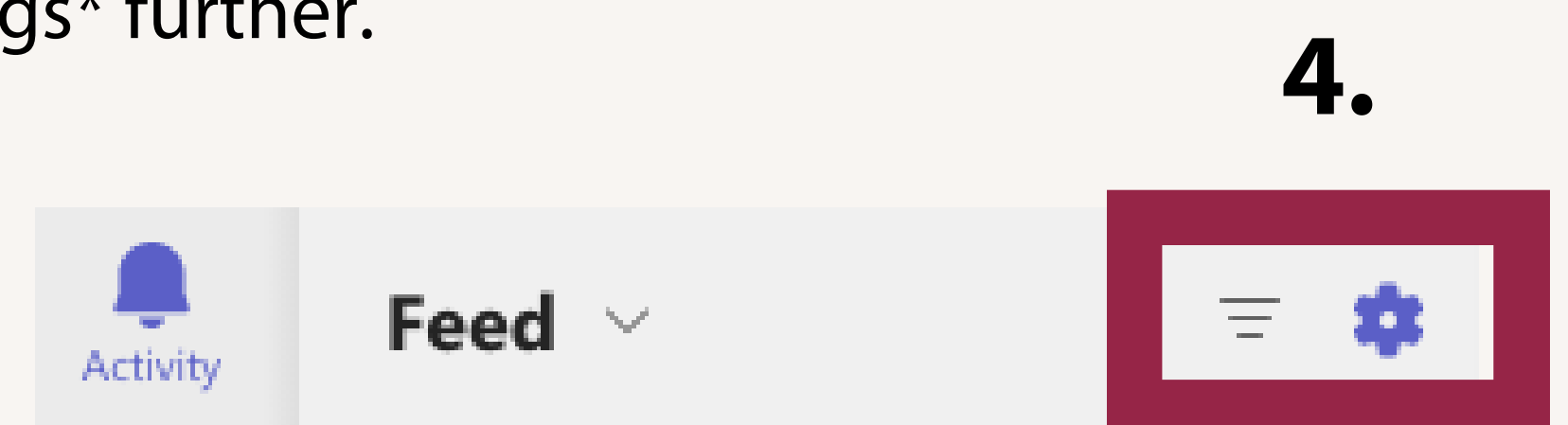
Notifications in MS Teams can be managed in each individual channel in each Team.

1. Navigate to the "... " at the top of the desired channel to edit notification preferences.
2. Click on "Channel notifications"
3. Select your notification preferences (e.g., all activity, none, or custom)



To manage the appearance of your notifications:

4. You should also navigate to the "Activity" tab and click on the gear icon to manage your notification settings* further.

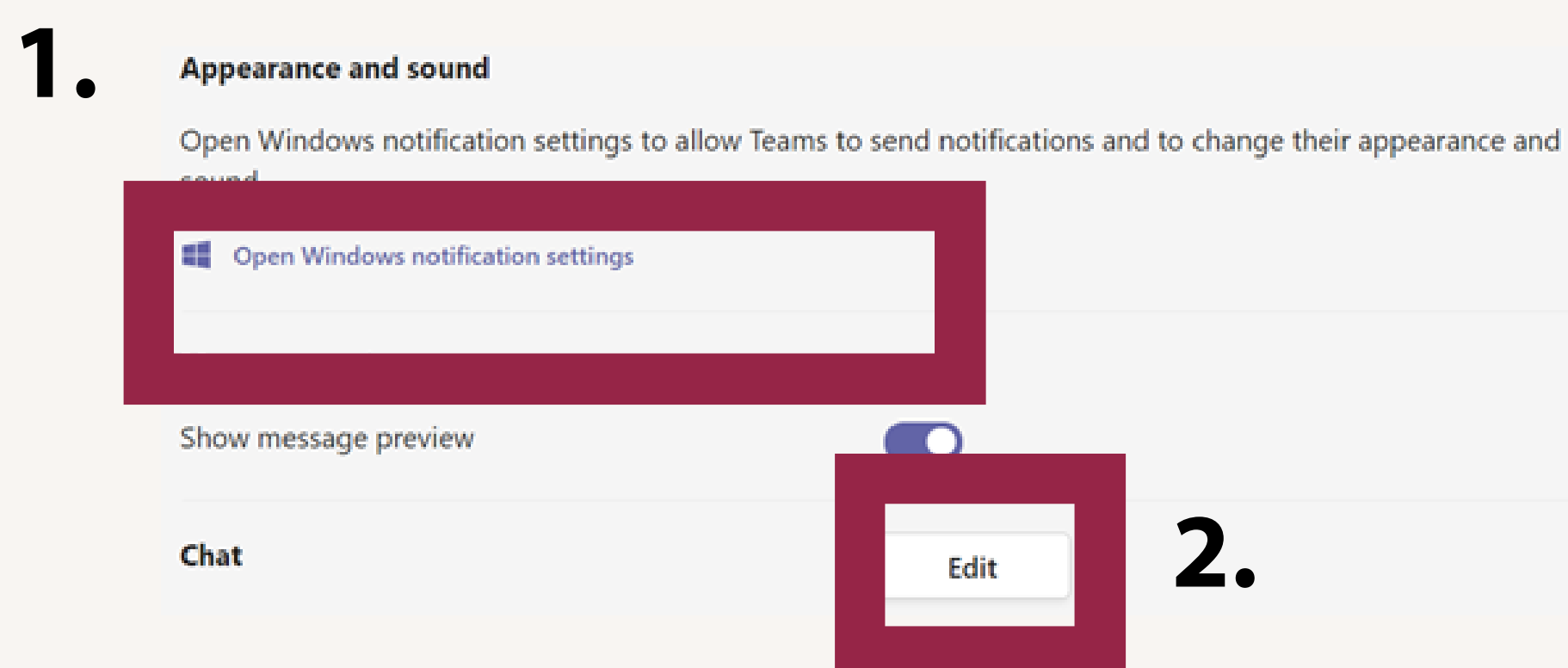


**Specifically, you will want to edit your "Missed activity emails", the "Appearance and sound", and the desktop notifications.*

On your PC

In Teams for Windows 11, open Microsoft Teams. Next to your profile picture, navigate to "Settings and more" and click on "Settings".

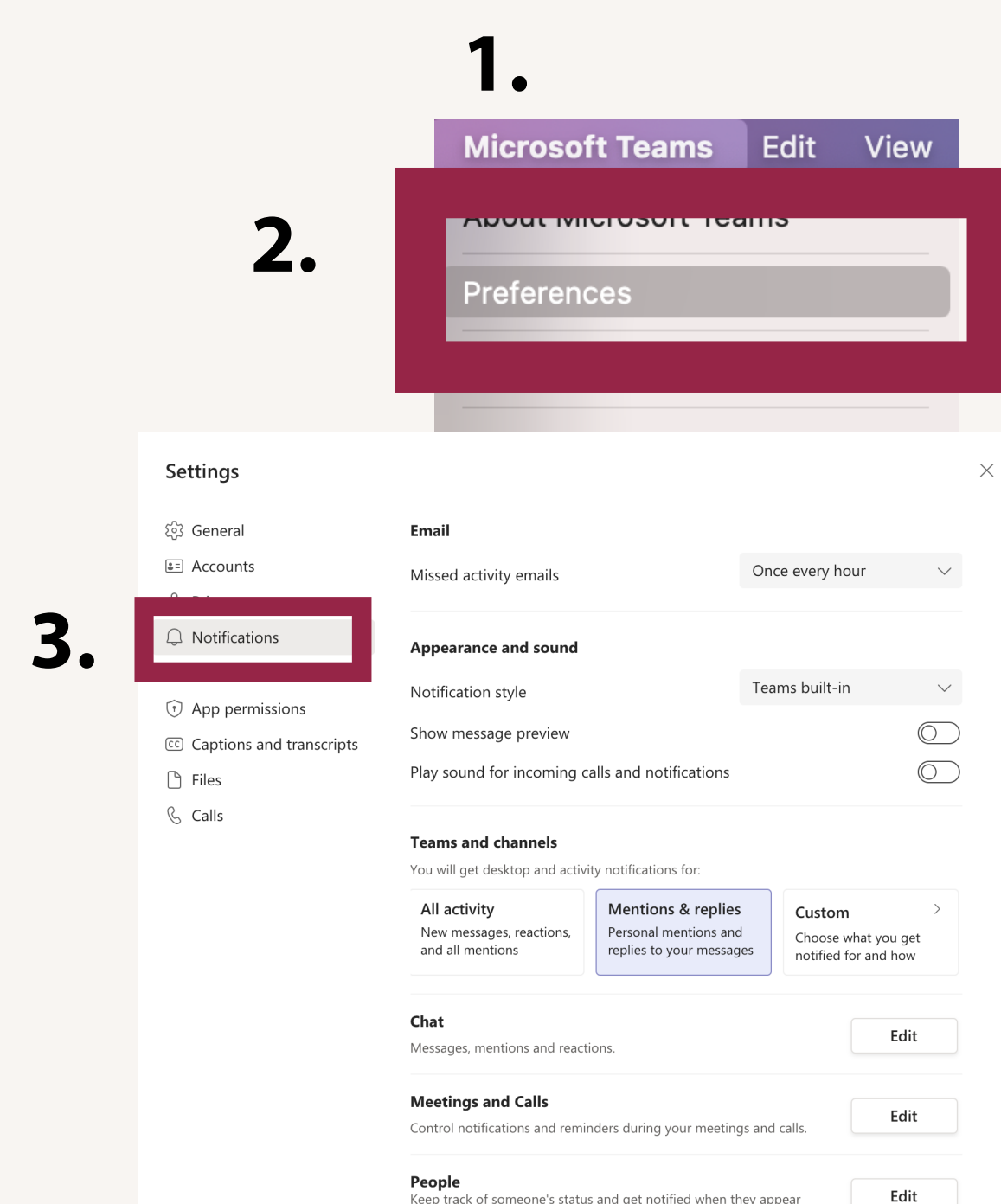
1. Under "Appearance and sound", click on "Open Windows notification settings".
2. Click "Edit" to manage notifications pertaining to mentions, messages, and likes/reactions.



On your Mac

Have the MS Teams window selected.

1. In the grey menu bar at the top of your computer screen, click on "Microsoft Teams".
2. Then, navigate to "Preferences".
3. Click on "Notifications" to edit your email, frequency, and style preferences.



Additional tip for scheduled sessions in your calendar!

If you do not plan on attending a scheduled session that appears in your Outlook Calendar, be sure to "Decline" the meeting invitation. Accepting or not responding will lead to calendar notifications.