Managing Notifications in Teams

To ensure you don't miss out on important activity in your Microsoft Teams, we've outlined Teams notifications settings below to help you better understand how to manage your teams, channels, and notification settings to fit your preference.

Quick Tips and Tricks

If you are not receiving expected notifications, please be sure to do the following:

1. Check the main Teams app notification settings in your Profile>Settings>Notifications to ensure they are set correctly. Manage Teams Notification Settings
2. In your Profile>Settings>General, uncheck the 'On close, keep the application running' setting to ensure notifications are not tracked in your Teams activity feed running in the background.
3. Be aware of any browsers running Teams – your notifications may be displaying here.
4. Ensure that important teams and channels are not hidden. Show or hide teams and channels
5. By default, channel notifications are off. Be sure to turn on notifications for important channels. Manage Channel Notifications
6. For any notifications set to 'Banner and Email', the email is only sent for missed activity. More on Email Notifications
7. Any changes to notifications settings may not be immediately applied. Setting changes may take up to 24 hours to be fully applied.

Default Settings

If you change nothing about your Teams notifications, you'll receive both desktop notifications and activity feed alerts for **@mentions**, **direct messages (chat),** and **@mentions in the channels and teams that show in your teams list**.

Hidden Teams & Channels

If you have been using Teams for some time, you may be familiar with marking channels as "Favorite" in order to receive notifications. What used to be "Favorite" is now "Show".

*Important! By default, you'll **only receive notifications for teams and channels that you haven't hidden from your teams list**. To make sure you have all the channels showing that you care about, follow the directions at Show or hide teams and channels.*

Along with the replacement of channel "Favorite" with "Show", the "Follow" option has now been replaced with "Channel notifications". This allows you to better manage specific channel notifications settings.

*Important! By default, notifications for all new channel posts are turned off. You'll **only receive notifications for channels with notifications turned on**.*
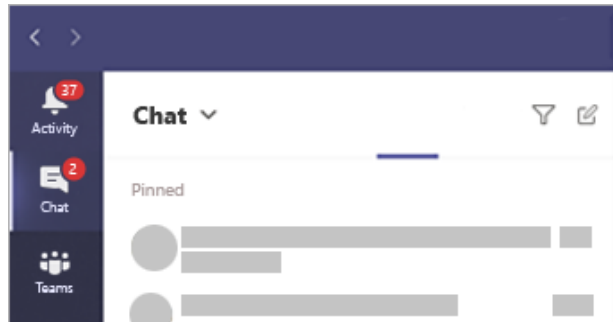
Types of Notifications

Activity Feed and Chat Counts

The activity feed is displayed at the top of your Teams menu. An activity count is displayed to indicate new activity.
[Explore the Activity feed](#)

Just below the activity feed is your chat. This is where your group and one-on-one conversations happen. A chat count is displayed as you receive new messages.

Desktop (Banner) Notifications

On Windows, these will show in the bottom right corner of your screen, then move to the Action Center. On Mac OS, these show up in the top right corner of your screen, then move to the Control Center.
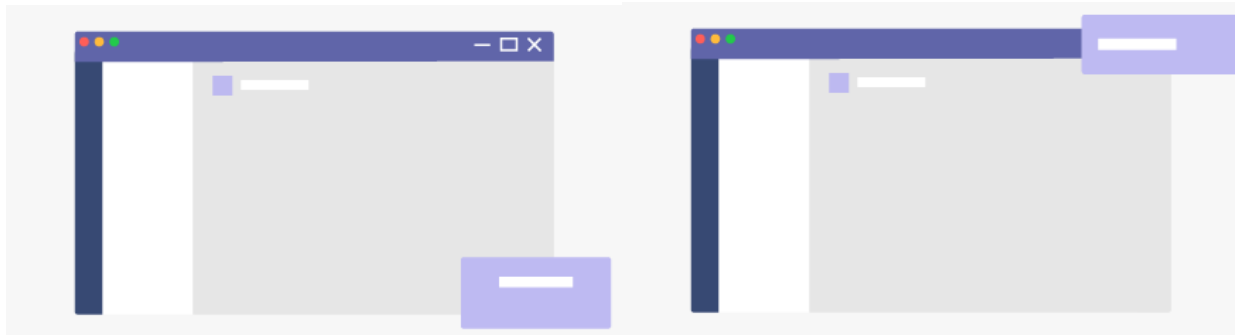
Please Note: If using Teams on the web, some browsers will only show notifications in the browser tab where you're running Teams.

Email

If you would like notifications sent directly to your email, please make the following changes in your main Teams notification settings (Profile>Settings>Notifications):

1. Select **'Banner and Email'** for specific notification settings for you wish to receive emails
2. Update the **'Missed Activity Emails'** setting to the desired frequency– emails are sent notifying you of missed activity. If you do not wish to receive email notifications, you can turn this setting off.

Important! For items marked as 'Banner and Email', the email notifications are sent in the missed activity emails. As the name suggests, these are only sent for missed items due to inactivity. This means if you have the Teams app open and received another notification of this activity (i.e.: Banner notification), this will not be identified as missed activity.

## Customize Your Notification Settings

Notification settings can be updated for the entire Teams application, specific channels, and specific conversations.

Please Note: Changes to notifications settings may not be immediately applied. Setting changes may take up to 24 hours to be fully applied.

Manage Teams Notifications Settings

Teams' application-wide notification settings can be found under your profile. To view or change settings, click on your profile picture in the top right corner of Teams, then Settings > Notifications.

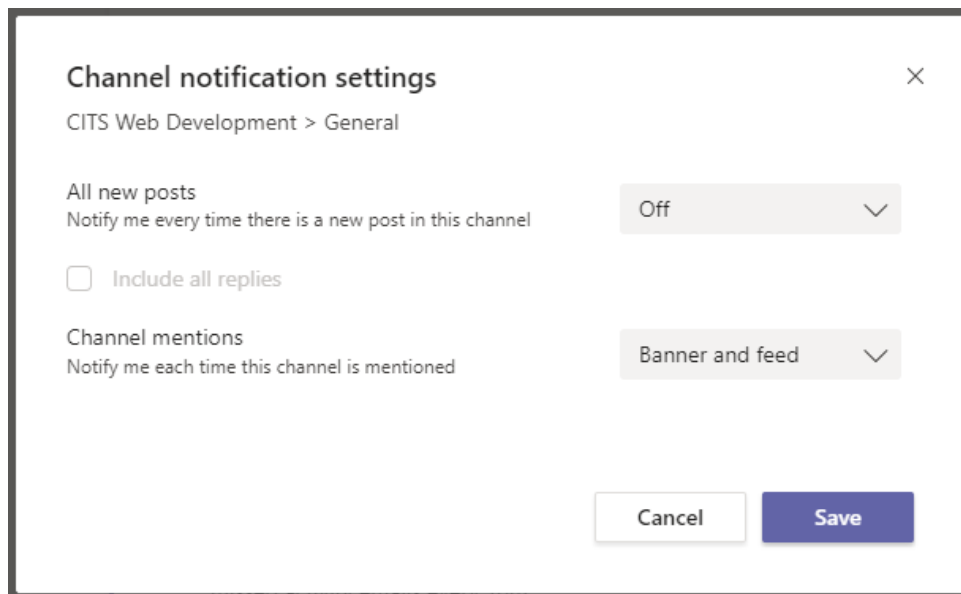Here you can customize the settings to fit your needs:

Updated 2/18/20
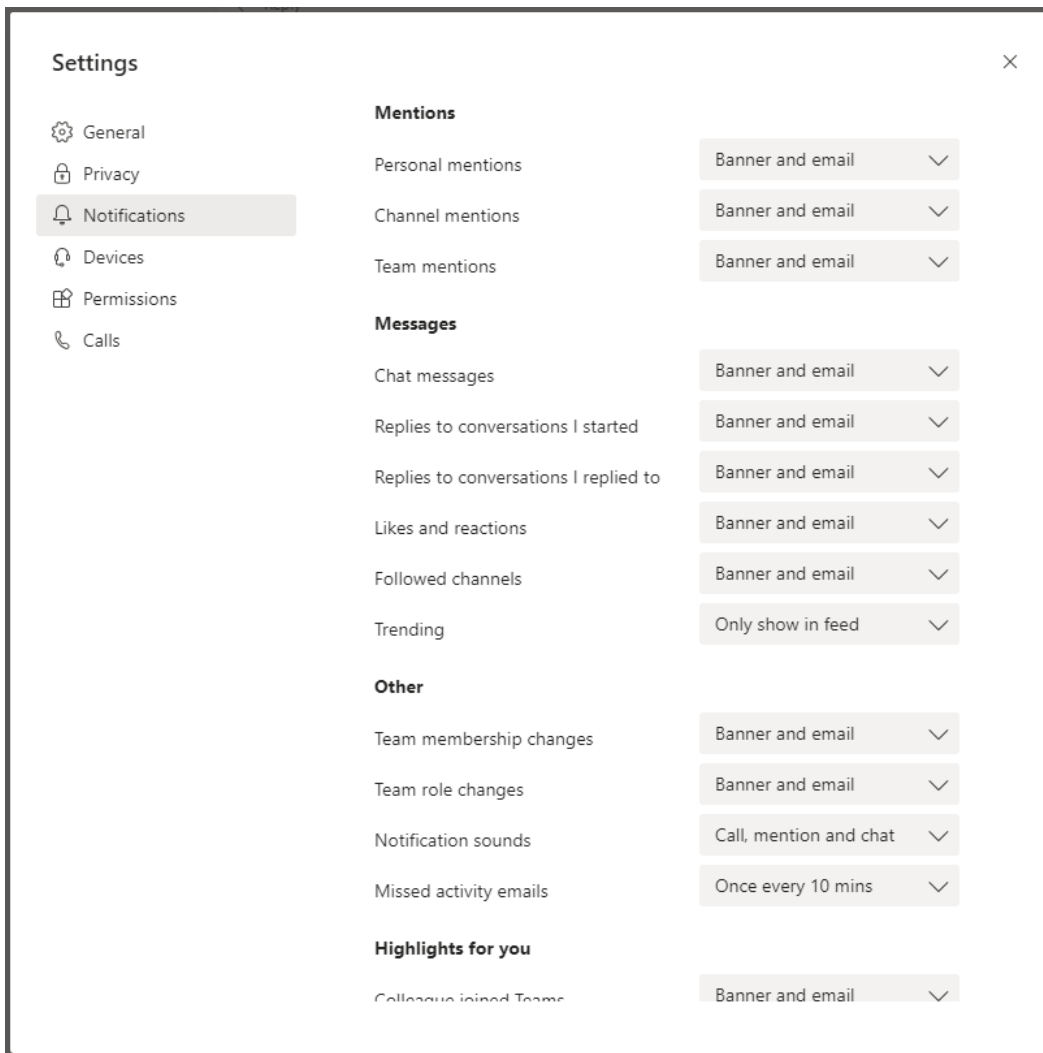
Manage Channel Notifications

To view or update channel notifications, click on the 3 dots next to the channel name, then click on Channel notifications:
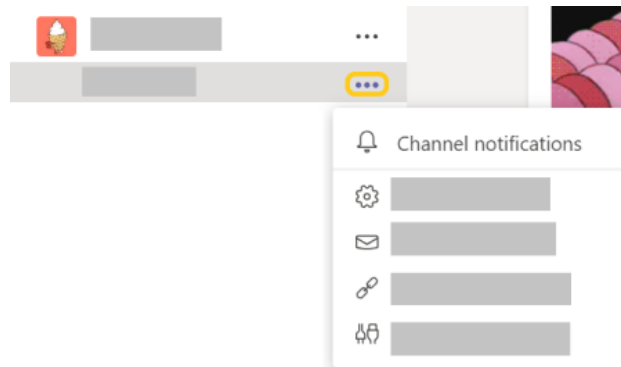
The below screenshot shows the default settings for channel notifications*

*Important! Many users are unaware that 'All new posts' channel notifications are turned off by default. For channels important to you, we recommend turning on notifications!

Manage Conversation Notifications

If you decide you no longer wish to receive notifications for a specific conversation, notifications can be turned off. Go to the beginning of a conversation in a channel, then go to the top right corner of the message and select More options > Turn off notifications. Notifications for this conversation can be turned back on if you change your mind.
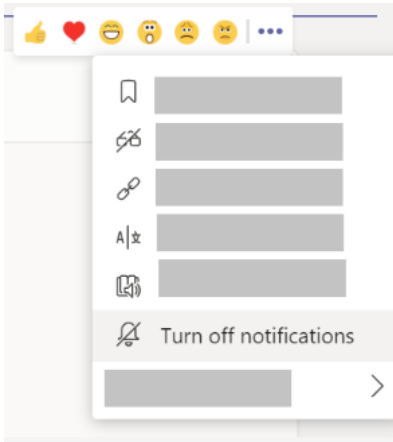
Please Note: You'll still receive notifications if someone directly mentions you.

Additional Resources

Microsoft is continually updating the Teams app and functionality so we recommend that you also review the Microsoft documentation directly:

- Manage notifications in Teams (Desktop)
- Manage notifications in Teams (iOS)
- Manage notifications in Teams (Android)
- Six things to know about notifications
- Keep track of conversations