Teams- How to <u>change settings</u> to avoid getting alerts and notifications. Teachers and Students may change these settings.

These directions will show you how to fully shut down the program so that it doesn't just run in the background when you close it, and how to avoid getting banner notifications.

Shutting down the program so it does not run in the background

1) Click on your avatar at the top right, then click on "Settings"



2) Go to "General" and uncheck these two "Auto-start" and "On Close keep application running"

Settings	×				
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+ Privacy		l			
📮 Notifications					
O Devices		l			
🕆 Permissions	Default Dark High contrast	l			
& Calls	Layout	l			
Choose how you want to navigate between teams.					
	Grid List	l			
Application					
Auto-start application					
(Open application in background				
	On close, keep the application running				
	Disable GPU hardware acceleration (requires restarting Teams)				

Turn off notifications for the chat

Missed activity emails make sure you keep on since you turn off notifications.

1) Click on your avatar at the top right, then click on "Settings"

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Zoom – (100%) +	[]
Keyboard shortcuts	

2) Click on "Notifications" and under "Chat Messages" click on off.

Scroll down to "Missed Activity" emails to change your settings to make sure you get digest emails of what was happening.
You also may want to turn off "Notifications sounds"

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Settings

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🔒 Privacy	Personal mentions	Banner and email	\sim
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Q Devices	T	Banner and email	\sim
🕆 Permissions	leam mentions	banner and email	Ť
& Calls	Messages		
	Chat messages	Banner and email	\sim
	Replies to conversations I started	Banner and email	
	Replies to conversations I replied to	Banner	
	Likes and reactions	Off	
	Followed channels	Banner and email	\sim
	Trending	Only show in feed	\sim
	Other		
	Team membership changes	Banner	\sim
	Team role changes	Banner	\sim
	Notification sounds	Call, mention and chat	\sim
	Missed activity emails	Once every hour	\sim
	Highlights for you		