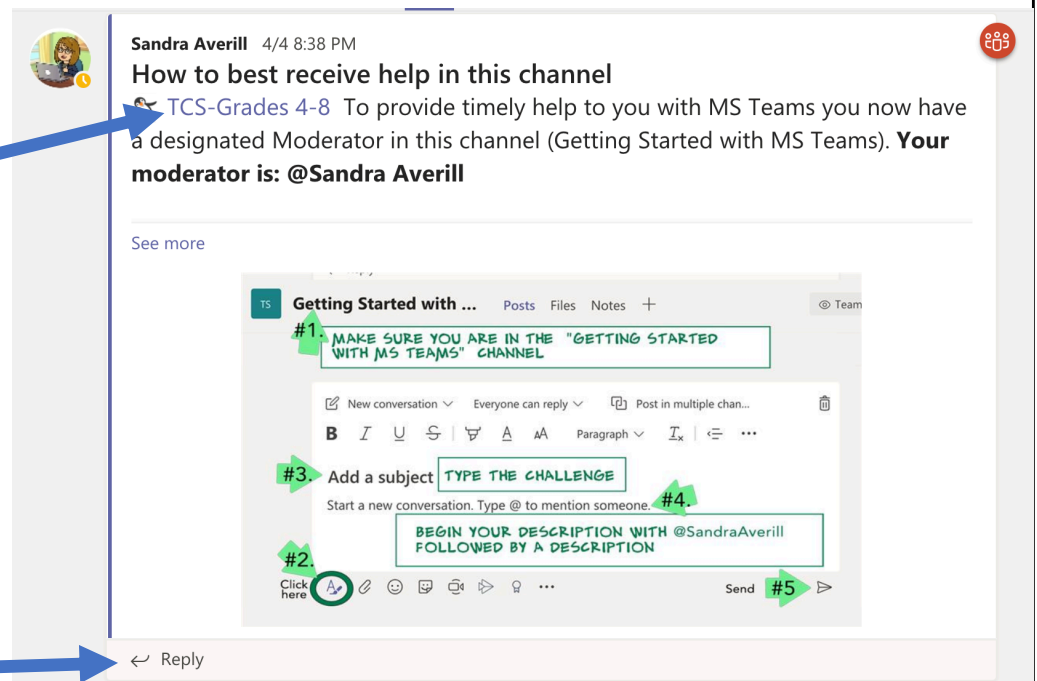## Notifications of a POST

When there is an announcement to everyone in that TEAM, this means everyone in that Team receives a notification of that post. A post to everyone is only used to ensure everyone has important information.

Everyone in the TCS grade 4-8 Team

Sandra Averill   4/4 8:38 PM
How to best receive help in this channel
👩‍💻 TCS-Grades 4-8   To provide timely help to you with MS Teams you now have a designated Moderator in this channel (Getting Started with MS Teams). **Your moderator is: @Sandra Averill**

See more

#1. MAKE SURE YOU ARE IN THE "GETTING STARTED WITH MS TEAMS" CHANNEL

#3. Add a subject   TYPE THE CHALLENGE
Start a new conversation. Type @ to mention someone.   #4.
BEGIN YOUR DESCRIPTION WITH @SandraAverill FOLLOWED BY A DESCRIPTION
#2.
Click here   Send   #5.

Don't REPLY to these

↩ Reply

Every time someone REPLIES to the announcement, EVERYONE receives a notification from the the person who STARTED the post. So even though Sandra Averill posted once, everyone receives another notification from Sandra Averill every time someone replies to this post. People are getting tired of Sandra Averill, when really, she only posted once!

PLEASE, for every question you have, start a NEW post. Feel free to reply to a person's post, (just never one that begins TCS)

Thank you!

![Langley Schools logo]

Microsoft Teams
Managing Notifications

Channel Notifications

There are multiple ways to access and manage notifications. To further customize your notification settings, select your profile picture at the top, right corner of Teams, then select Settings button Settings > Activity button Notifications. From there you can fine-tune what notifications you receive and where those notifications show up.

In Activity on the left side of Teams, select More options More options button on a notification. From the menu, you can mark a notification as read or unread. You can also turn on or off notifications for a specific channel if you want.

Stop email notifications

Click on your profile picture in the top right of the app, then select ⚙ **Settings** > 🔔 **Notifications**.

Now you can set type of notifications you want for each type of activity on Teams. If you don't want any emails, just make sure all activity types are set otherwise.

Mentions

Personal mentions — Banner and email ⌄

Banner and email

Banner

Only show in feed

Channel mentions

Team mentions

Messages

Chat messages — Banner and email ⌄

Use the dropdown menus to stop email notifications.

Keep notifications in the app

Select **Only show in feed**. This means all notifications will be sent to your activity feed, which you can find at the top left corner of Teams.

The app will still show notifications on your desktop taskbar, but no pop-up will show.

Chat

@mentions — Only show in feed ⌄

Get notified in app and on desktop

Select **Banner and feed** and you'll receive notifications as both a desktop notification and as an alert in your activity feed.

On Windows, notification banners will show in the bottom right of your screen. On macOS, they show in the top right.

All teams and channels

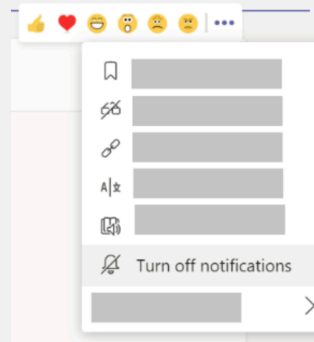Personal @mentions — Banner and feed ⌄

Replies to conversations I started — Banner and feed ⌄

Turn off notifications for specific conversations

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**.

Just like muting a chat, turning off notifications to a channel conversation will stop you from receiving updates for that specific conversation.

You'll still receive notifications if someone directly mentions you.

Turn off notifications to mute a channel conversation.

Choose your channel notifications

Go to a channel that shows in your teams list and select **More options** > **Channel notifications**. From there, you can choose what activity you get notifications for, and where they show up.

By default, channel mentions are turned off and all new posts will only show in Activity.

Channel notification settings

All new posts
Notify me every time there is a new post in this channel
Only show in feed

☑ Include all replies

Channel mentions
Notify me each time this channel is mentioned
Only show in feed

Reset to default   Cancel   Save