Notifications in MS Teams

To adjust which notifications appear during a Teams meeting, login to Teams through your browser using the link below.

https://teams.microsoft.com/v2/

Ensure you are logged in with your school email address up the top right, and then select the Settings and more button to the left of the profile icon and then select Settings.

Under the Settings menu on the left, select Notifications and Activity.
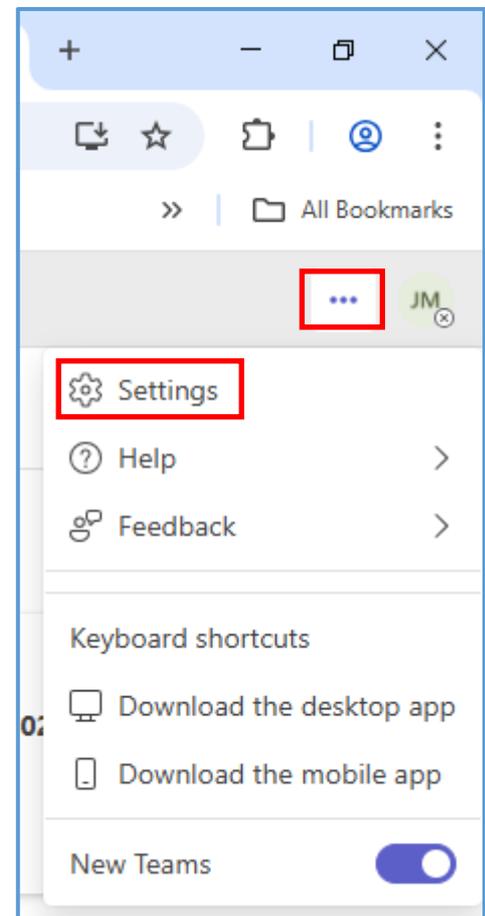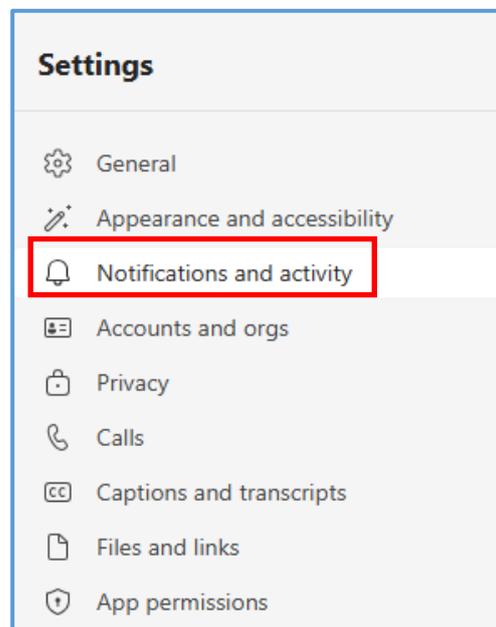
Scroll through the settings and select the ones that work for you. Below are recommended notification settings to select.

General
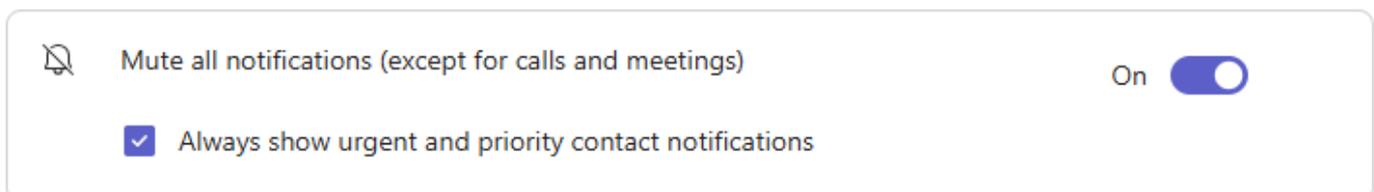
Display

- [ ] Show message and content previews in notifications
- [ ] Show notifications during calls and meetings
- [ ] Show notifications on the desktop when my Teams tab is not in view

Meetings

Meetings

Meeting start notifications   Off ⬤

Meeting chat notifications | Mute   ˅ |

Meet now start notifications   Off ⬤