ONLINE@JSU ACKSONVILLE STATE UNIVERSITY DISabling Notifications in Teams Desktop App

You can disable all notifications on your Teams desktop app.

- 1. Open your Teams desktop app.
- 2. Locate the icon with your initials in the upper right-hand corner of the app.



3. Click on Settings.

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	• Away			>
	If you have a question, please co online@jsu at online@jsu.edu or cinman@jsu.edu and I'll get back as possible. Thank you. Display until Saturday 11:59 PM	ontact ⁻ email m k to you	ne at as soc	n
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4.	Click on Notifica	ations [1]. You	will see all of you	ur notification	options [2].
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ာိ General	Mentions		
Privacy	Personal mentions	Banner and email	\sim
ာ့ Notifications 🚺	Channel mentions	Banner and email	\sim
Devices	Team mentions	Banner and email	\sim
Calls	Messages		
G	Chat messages	Banner and email	\sim
2	Replies to conversations I started	Banner	\sim
	Replies to conversations I replied to	Banner	\sim
	Likes and reactions	Banner	\sim
	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		

5. Go through each section and select your preferred notifications settings. For example, see the next image.

Settings			
හි General	Mentions		
🗟 Privacy	Personal mentions	Banner and email	\sim
Q Notifications	Channel mentions	Banner and email	\sim
 Devices Permissions 	Team mentions	Banner and email	
& Calls	Messages	Banner	
	Chat messages	Only show in feed	
	Replies to conversations I started	Off	