

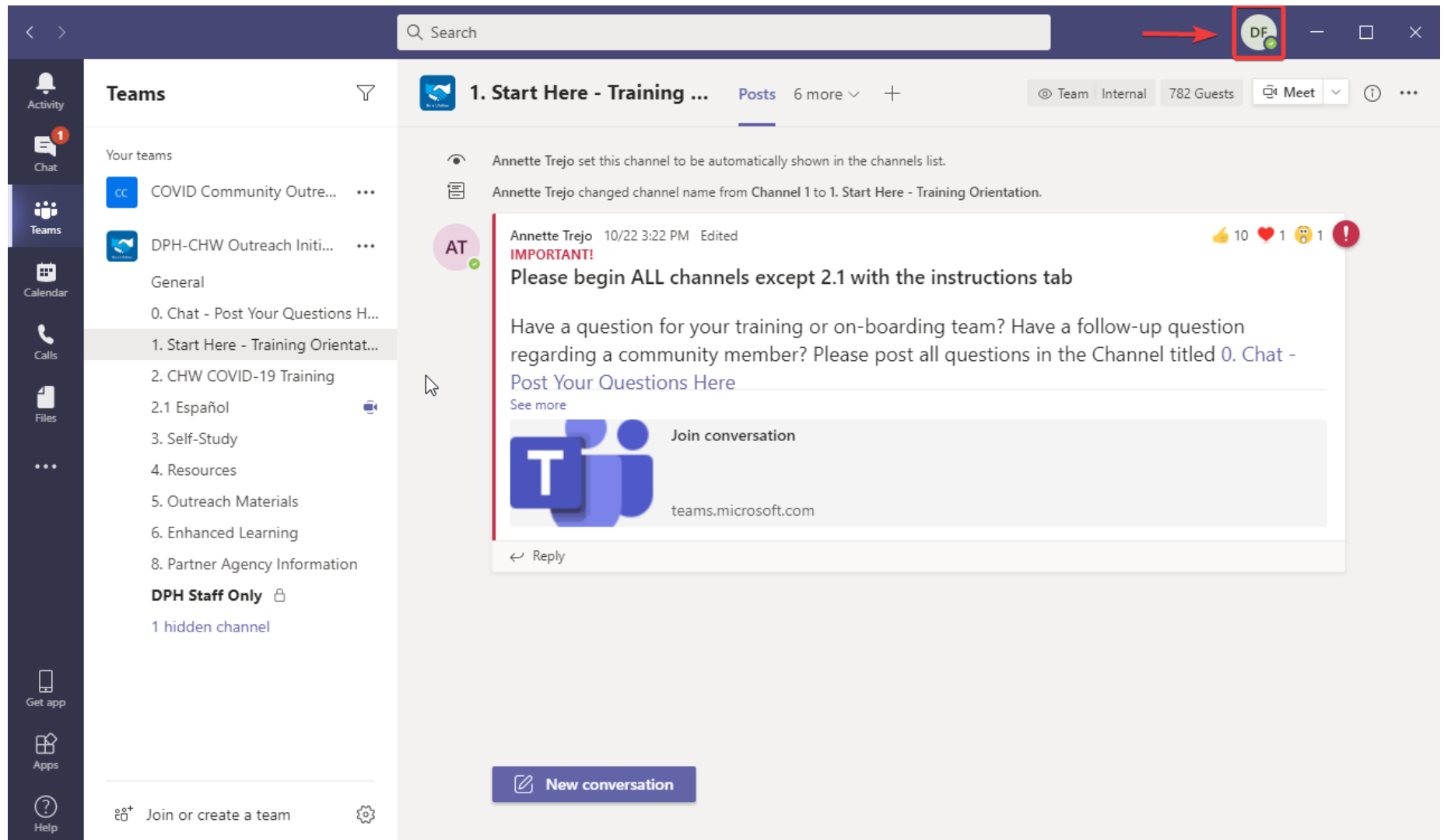
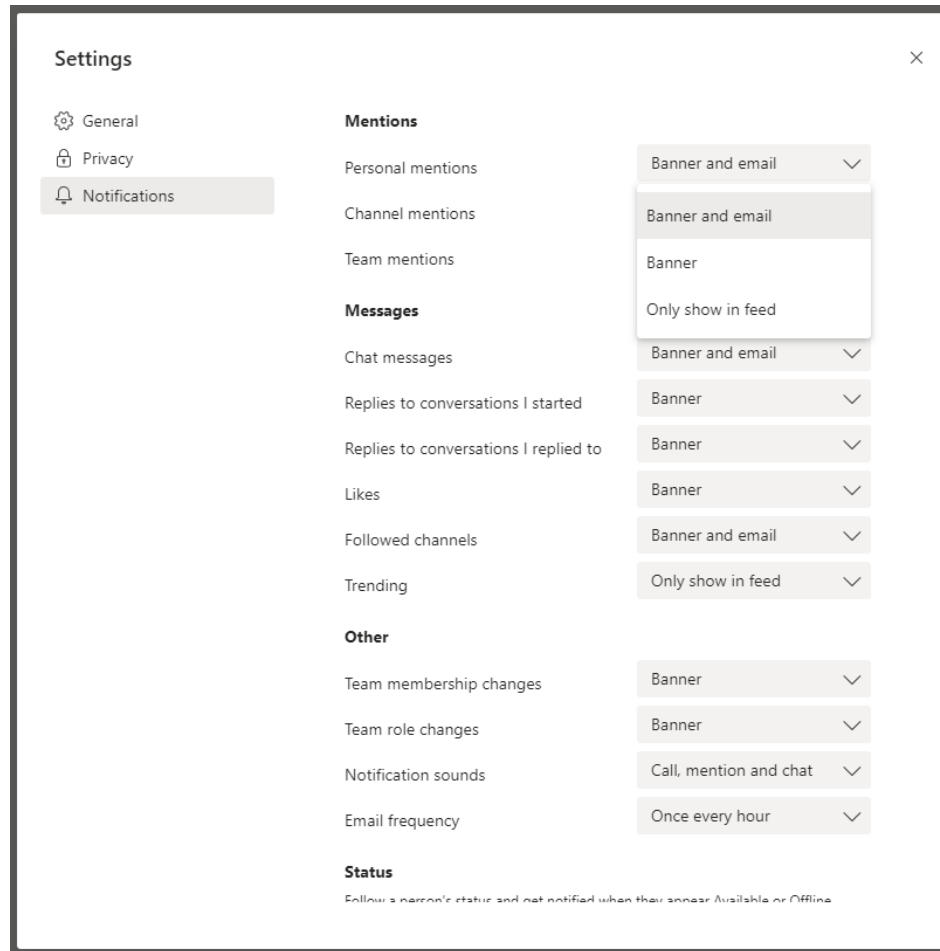


Managing notifications in Teams

1) To manage your notifications, select **your profile picture** in the top right of Teams, then select  **Settings** >  **Notifications**.



The screenshot displays the Microsoft Teams interface. At the top right, a red arrow points to the user's profile picture, which is a circular icon with the initials 'DF'. Below the profile picture are standard window controls (minimize, maximize, close). The main interface is divided into three sections: a left-hand navigation pane, a central channel list, and a right-hand chat area. The navigation pane includes icons for Activity, Chat (with a red notification badge), Teams, Calendar, Calls, Files, and Help. The central channel list shows 'Your teams' with two channels: 'COVID Community Outre...' and 'DPH-CHW Outreach Initi...'. Below these are several channels under the 'General' category, including '0. Chat - Post Your Questions H...', '1. Start Here - Training Orientat...', '2. CHW COVID-19 Training', '2.1 Español', '3. Self-Study', '4. Resources', '5. Outreach Materials', '6. Enhanced Learning', and '8. Partner Agency Information'. A section for 'DPH Staff Only' is also visible, with '1 hidden channel'. The right-hand chat area shows a post from 'Annette Trejo' dated '10/22 3:22 PM'. The post content includes an 'IMPORTANT!' notice: 'Please begin ALL channels except 2.1 with the instructions tab'. Below this is a question: 'Have a question for your training or on-boarding team? Have a follow-up question regarding a community member? Please post all questions in the Channel titled 0. Chat - Post Your Questions Here'. A 'Join conversation' button is present, along with a 'See more' link and a 'Reply' button at the bottom of the post. The top of the chat area shows '1. Start Here - Training ...' with 'Posts' and '6 more' options, and a 'Meet' button.



- 2) There are three primary options when it comes to notifications in Microsoft Teams.
 - a. The **“Banner and email”** notification setting will show a banner message pop-up in the lower right of the screen and send an email (you can set the frequency) with the notification information.
 - b. If you select the **“Banner”** option, the banner notification will still show, but no email will be sent.
 - c. If you select **“Only show in feed”** the notification will only be visible via the feed in the upper left of the application.
- 3) Additionally there is an option to turn **“Off”** all notifications