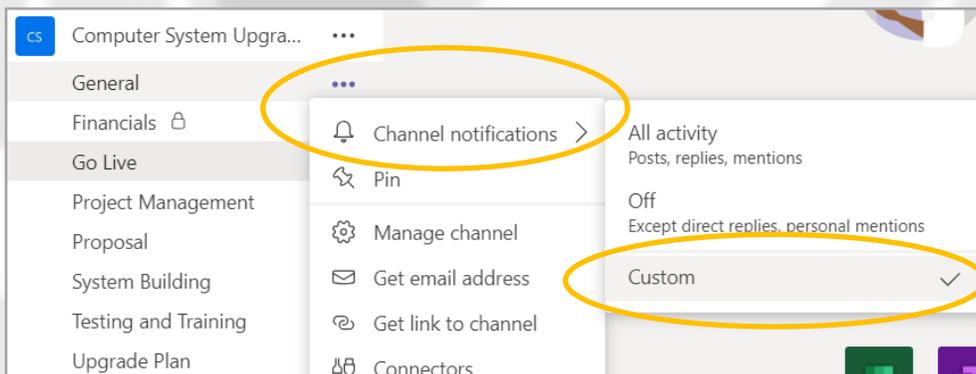**Microsoft Teams**

Don't Miss Updates to Your Favorite Channels

You control the notifications of your Teams Channels. Unless you or the Channel is mentioned, you will not receive a banner (pop-up) notification by default.

- If you are a member of many Teams and Channels, you most likely will not want to receive notifications every time new communication is added to the Channel

- But you may want to choose to have banner (pop-up) notifications for certain Channels that are most important to you

- Your **Activity** feed will show you recent Teams communication but you will need to set notifications or rely on checking your Teams Channels that are bolded for updates

Setting Channel Notifications
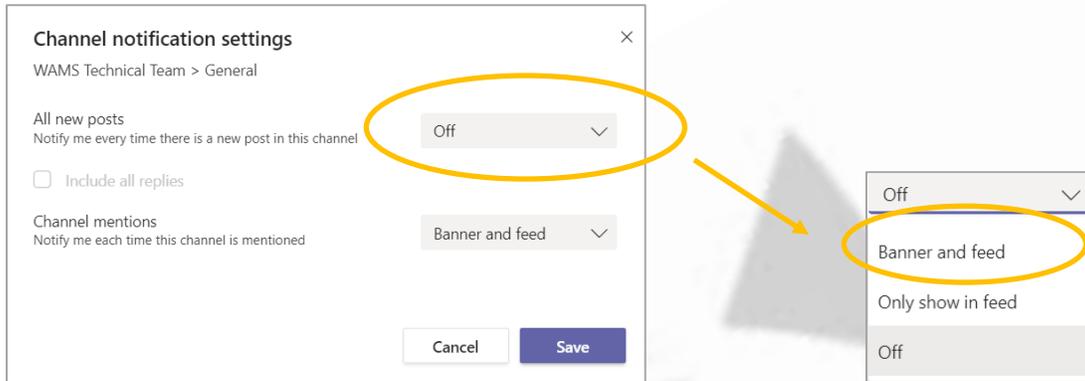
- You will need to choose notifications for each Channel you want banner (pop-up) notifications

- Notifications must be set per Channel, you cannot choose notifications options for a Teams and all it's Channels

1. Click the ellipses next to the desired Channel

2. Choose **Channel notifications**

3. You can simply choose **All activity** to receive a notification for any new communication; *or*
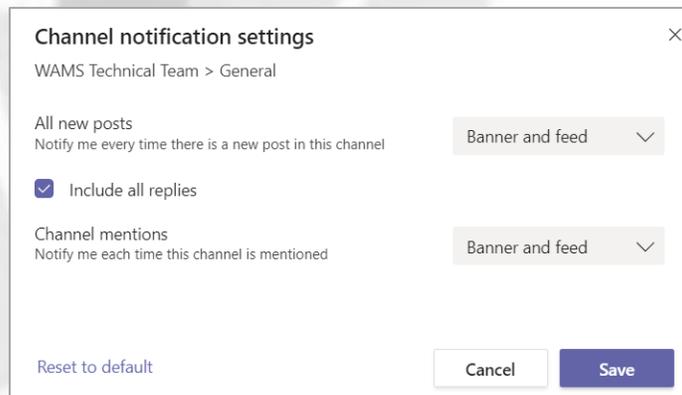
4. Choose **Custom**

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5. The **Channel notification settings** dialog box will appear

> **Channel notification settings** ✕
> WAMS Technical Team > General
>
> All new posts
> Notify me every time there is a new post in this channel   Off ⌄
>
> ☐ Include all replies
>
> Channel mentions
> Notify me each time this channel is mentioned   Banner and feed ⌄
>
> Cancel   **Save**

> Off ⌄
> Banner and feed
> Only show in feed
> Off

6. Select the drop down menu and choose **Banner and feed**

7. **Banner** will give you a pop-up in the lower right corner of your screen and **Feed** will show the communication in your **Activity** feed

8. If you choose **Banner and feed** or **Only show in feed** you will have the option to choose "**Include all replies**"

> **Channel notification settings** ✕
> WAMS Technical Team > General
>
> All new posts
> Notify me every time there is a new post in this channel   Banner and feed ⌄
>
> ☑ Include all replies
>
> Channel mentions
> Notify me each time this channel is mentioned   Banner and feed ⌄
>
> Reset to default   Cancel   **Save**

9. "**Include all replies**" means that any direct replies to a post will also notify you. If you leave this box unchecked, you will only be notified when someone adds new communication

By default **Channel mentions** will appear in your **Banner** (pop-ups) and **Activity** feed.

Mentions occur when someone types the @ symbol and selects your name or the Channel name

Next Tip: More on Channel Notification Settings

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