



More on Mentions

Using the Mention feature will help make sure your communication gets noticed, even if the member you want to reach has turned off notifications for Teams Channels.



Teams Channels **do not** automatically notify members with a pop-up (banner) when new communication has been added to a Channel



But there are a few things you can do to make sure you or people on your Team don't miss important information

- Get in the habit of checking your **Activity** feed to see recent communication
- Set Channel **Notifications** for the most important Channels you belong to
- Any Channel with new activity will appear **Bold** if you have not viewed it
- Use **Mentions** to ensure your entire Team gets notified regardless of the notification settings

Use A Channel Mention to Notify the Whole Team

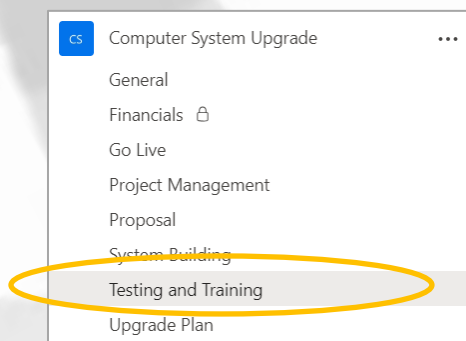


Each Team/Channel member can choose their own Notification Settings



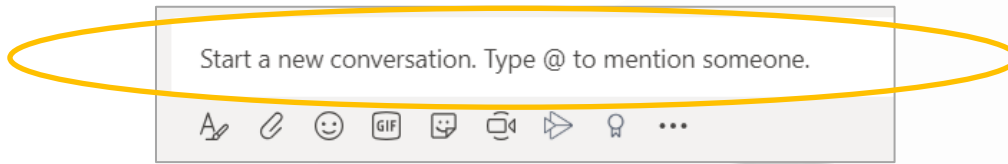
But it is possible to make sure your entire Team gets a notification regardless of their settings

1. Go to the Channel you want to add communication to

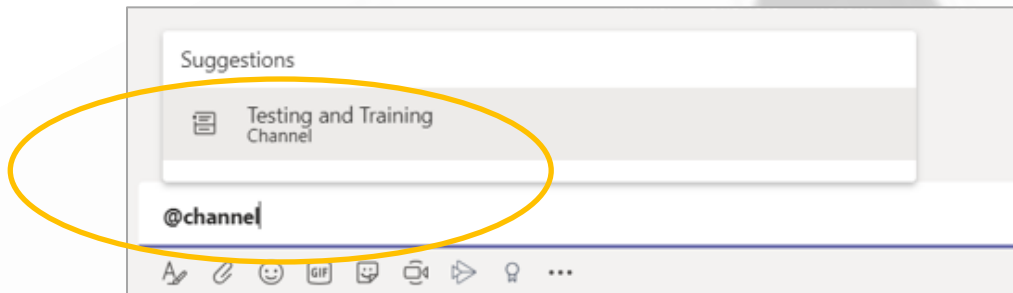




2. In the Channel conversation type the @ symbol and instead of typing a name, type the word "channel"



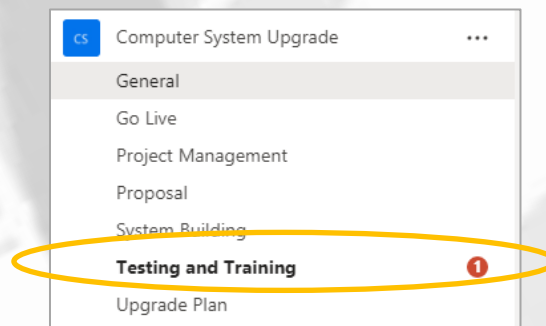
3. The name of the Channel will appear as a suggestion



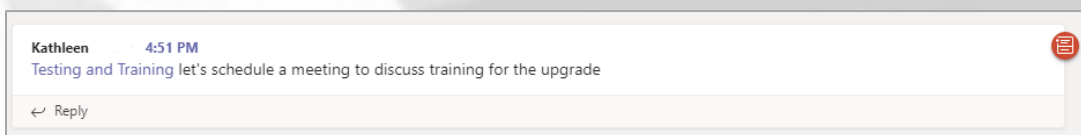
4. The Teams app will show a new activity on the Task Bar



5. The Team Channel will appear Bold and a number will appear next to the Channel



6. The message will appear with a red mention icon



7. The members of the Channel will also receive a pop-up (banner)

Next Tip – Setting Channel Notifications