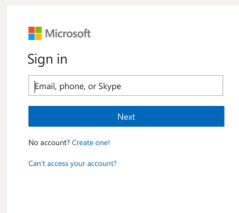


Classic Teams Settings

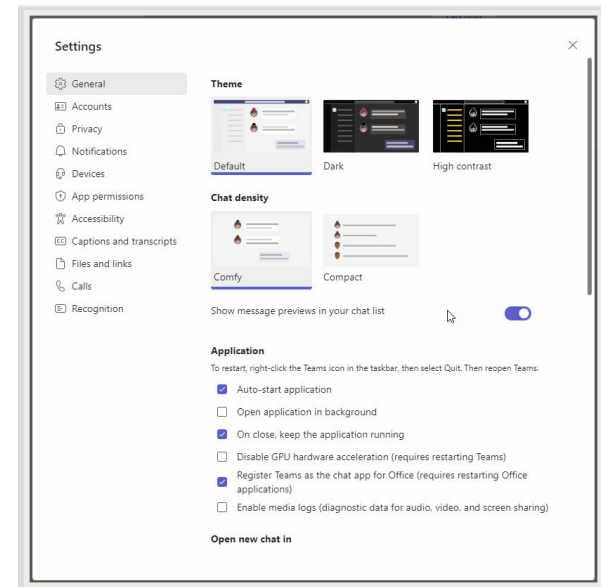
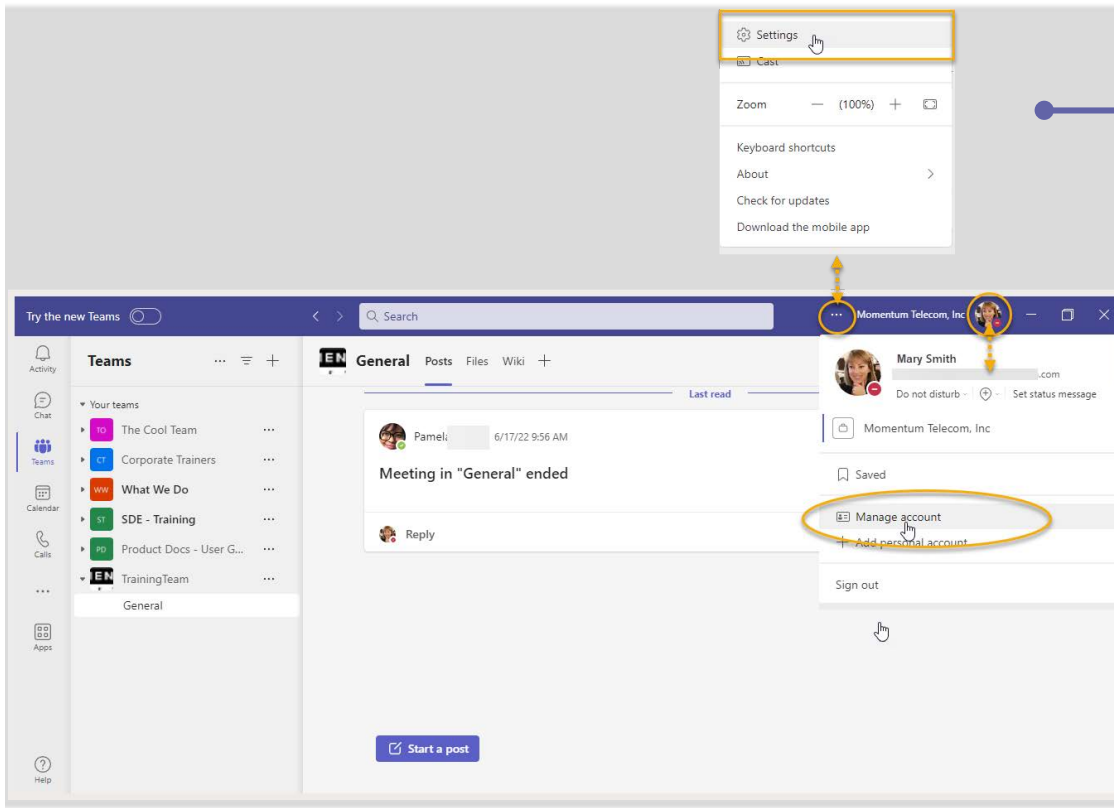
Sign In

In Windows, click **Start** > **Microsoft Corporation** > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon.
Sign in with your Office 365 or *Teams Free* username and password.



Manage Settings

Change app and call settings, change your pic, or download the mobile app.



Note: MS Teams features and settings are constantly updated in continuous integrations. Check the latest Help file for more information as new features, settings, and options are launched.

CLASSIC TEAMS SETTINGS 101

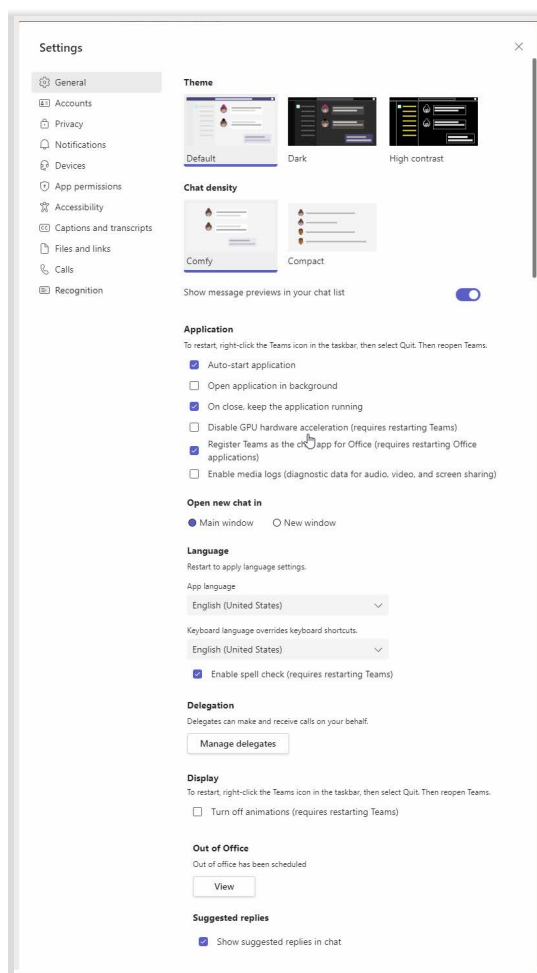
General

Profile Icon > Settings

The initial view when Settings is selected is **General**.

Within this area, Teams users can set any available settings, including the overall application color scheme, enable or disable some Teams application settings, define their Language preferences, and more.

Note: Settings are optional and setting access is defined by your organization.



Theme

Click on the look you like - Default, Dark, or High Contrast.

Chat Density

Choose from Comfy or Compact and enable/disable previews

Application Settings

Click to place check marks next to the App settings you wish to use.

Note: Some settings require a restart of the application to take effect.

Open new Chat in

Choose to open chats in the Main Window (default) or a New Window.

Language

Language settings default to English (United States) - edits require restart.

- Choose the App language which also defines the Date/Time display format
- Choose a Keyboard Language
- Enable/Disable chat Spell Check

Delegation

Select and allow other Teams users to manage calls for you and see who may have selected you to be a Delegate for them.

Display

Elect to Turn of animations.

Out of Office

Click the View button to open a dialog and set up Out of Office within Teams.

Suggested Replies

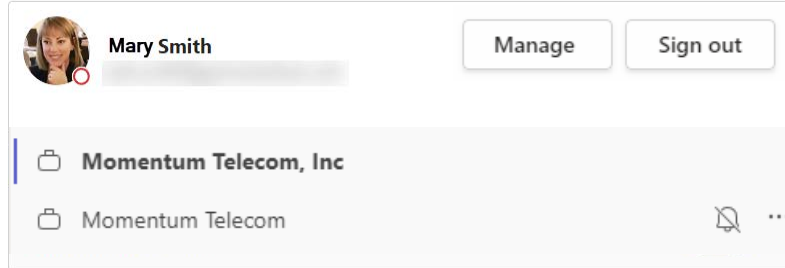
Enable/Disable display of reply suggestion text.

CLASSIC TEAMS SETTINGS 101




Accounts

In the Accounts section, users may review the Microsoft Teams account(s) your organization provided for your access/use and access the account management tools your organization provides to you for your Microsoft Teams instance.

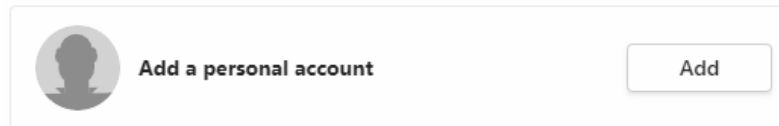
Accounts and orgs




Mary Smith [Manage](#) [Sign out](#)

-  Momentum Telecom, Inc
-  Momentum Telecom 

Add account



 Add a personal account [Add](#)

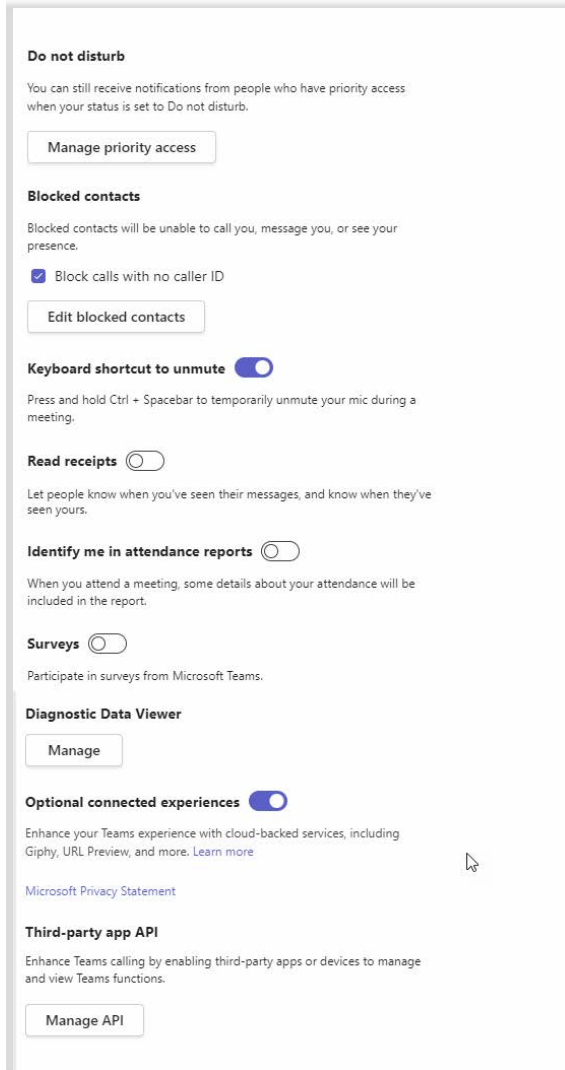
Accounts and orgs

Manage - Click on the [Manage](#) button displayed here to access and manage the Microsoft Teams account information for your instance in a new browser window. Click on Sign Out to log out of teams and close.

The Microsoft Teams accounts for your Organization assigned to you will be listed in this section, as well.

Privacy

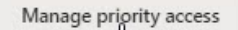
In the Privacy section, users may define a list of Teams users you'll still receive notifications from when Do Not Disturb is enabled, and you may also elect to participate in data collection and surveys from Microsoft Teams.



The screenshot shows the Privacy settings page in Microsoft Teams. It includes sections for 'Do not disturb' with a 'Manage priority access' button, 'Blocked contacts' with a checkbox for 'Block calls with no caller ID' and an 'Edit blocked contacts' button, 'Keyboard shortcut to unmute' with a toggle switch, 'Read receipts' with a toggle switch, 'Identify me in attendance reports' with a toggle switch, 'Surveys' with a toggle switch, 'Diagnostic Data Viewer' with a 'Manage' button, 'Optional connected experiences' with a toggle switch, and 'Third-party app API' with a 'Manage API' button. A mouse cursor is visible over the 'Manage API' button.

Manage Priority Access

Click on the button and use the search dialog to find and select Teams contacts you still want to receive notifications from even when you're set to Do Not Disturb.



Manage priority access

Blocked Contacts

Click to enable/disable the call block for no caller ID setting and view/administer the numbers that are currently in your call block list.

Keyboard Shortcut to UnMute

Slide the toggle to enable/disable a Teams-only keyboard shortcut for mute during meetings.

Read Receipts

Slide the toggle ON to elect to allow others to know when you've read their messages. (requires each chat window to be reopened to update the setting).

Identify me in Attendance Reports

Slide the toggle to ON to allow webinar organizers to gather attendance information.

Surveys

Slide the toggle to the right (green) to participate in Microsoft Teams surveys.

Diagnostic Data Viewer

Manage data collection for debugging.

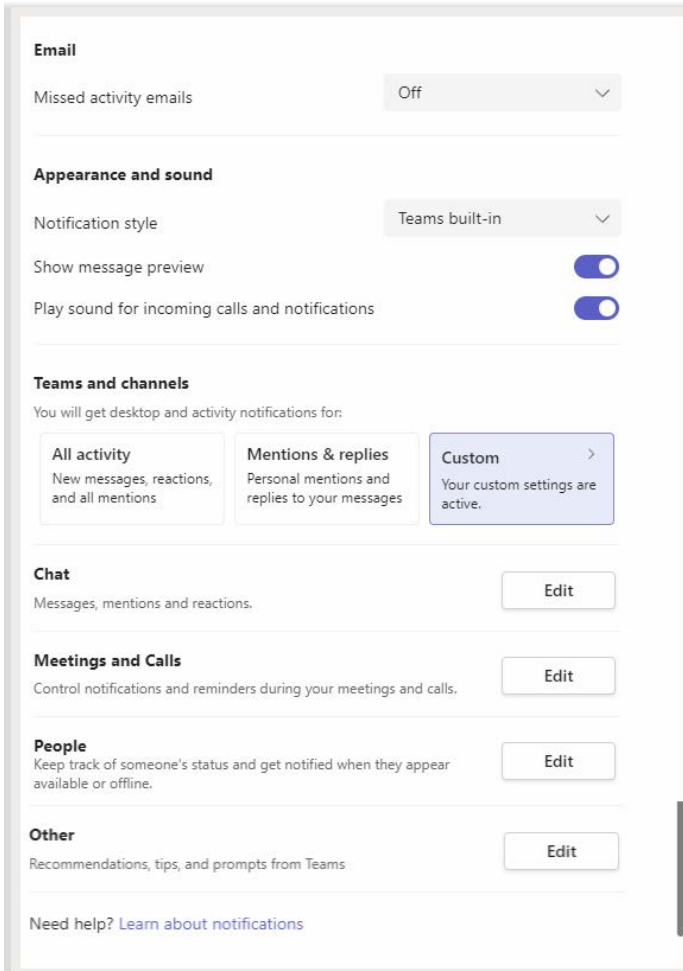
Optional Connected Experiences

Slide the toggle to ON to allow use optional tools your organization allows.

CLASSIC TEAMS SETTINGS 101

Notifications

This section of Settings allows Teams users to define the ways they want receive notifications of @Mentions, Messages, Meetings, and other contact attempts and follow specific Teams users to get status updates.



The screenshot shows the 'Notifications' settings page in Microsoft Teams. It is organized into several sections: 'Email' with a 'Missed activity emails' dropdown set to 'Off'; 'Appearance and sound' with a 'Notification style' dropdown set to 'Teams built-in', and two toggle switches for 'Show message preview' and 'Play sound for incoming calls and notifications', both of which are turned on; 'Teams and channels' which includes a sub-header 'You will get desktop and activity notifications for:' followed by three selectable options: 'All activity' (New messages, reactions, and all mentions), 'Mentions & replies' (Personal mentions and replies to your messages), and 'Custom' (Your custom settings are active, highlighted with a blue border and a right arrow); 'Chat' (Messages, mentions and reactions) with an 'Edit' button; 'Meetings and Calls' (Control notifications and reminders during your meetings and calls) with an 'Edit' button; 'People' (Keep track of someone's status and get notified when they appear available or offline) with an 'Edit' button; and 'Other' (Recommendations, tips, and prompts from Teams) with an 'Edit' button. At the bottom, there is a link to 'Need help? Learn about notifications'.

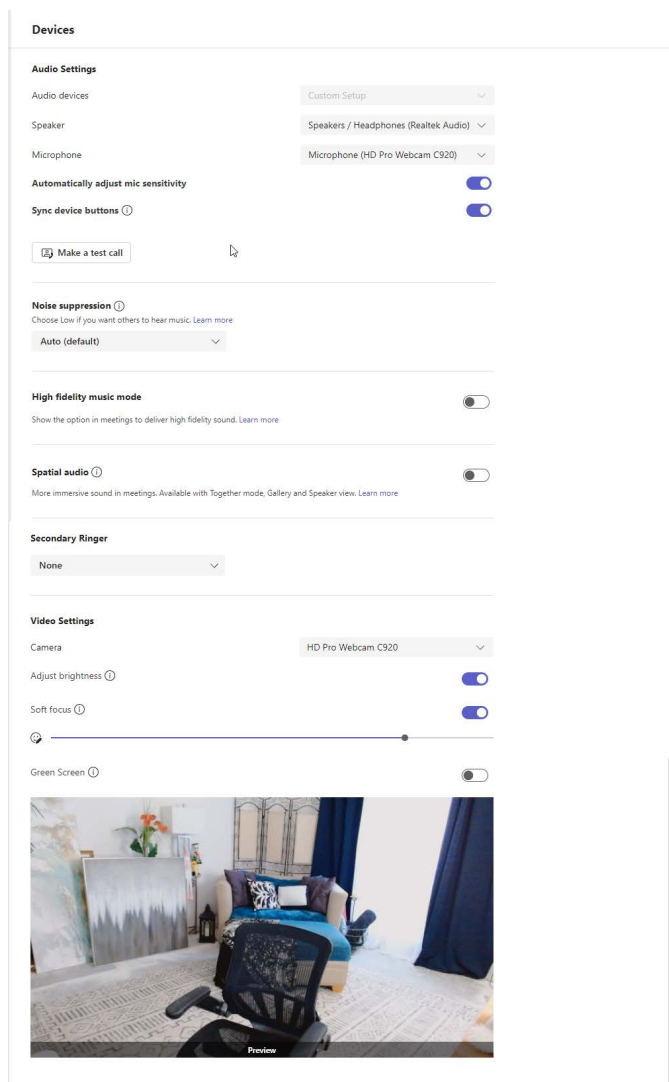
Notification Options

Use the adjacent drop-down menu tools to select the Teams notification types you prefer for:

- **Email** - Manage frequency of missed Teams message emails.
- **Appearance and Sound** - Select a notifications style and elect whether you wish to see message previews or play sounds for incoming calls and notifications.
- **Teams and channels** - Select desktop and activity notifications style from:
 - All Activity
 - Mentions & Replies
 - Custom
- **Chat** - Manage notifications for messages, mentions and reactions...
- **Meetings and Calls** - Manage notifications during meetings or calls
- **People** - Manage the list of people you wish to be notified about when they become available or go offline.
- **Other** - Manage settings for tips and prompt notifications in Teams.

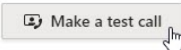
Devices

In this section of the settings, you may select, test, and manage the devices you use with your Teams for calls and meetings.



Audio Settings

Select from the available system audio device setting management options:

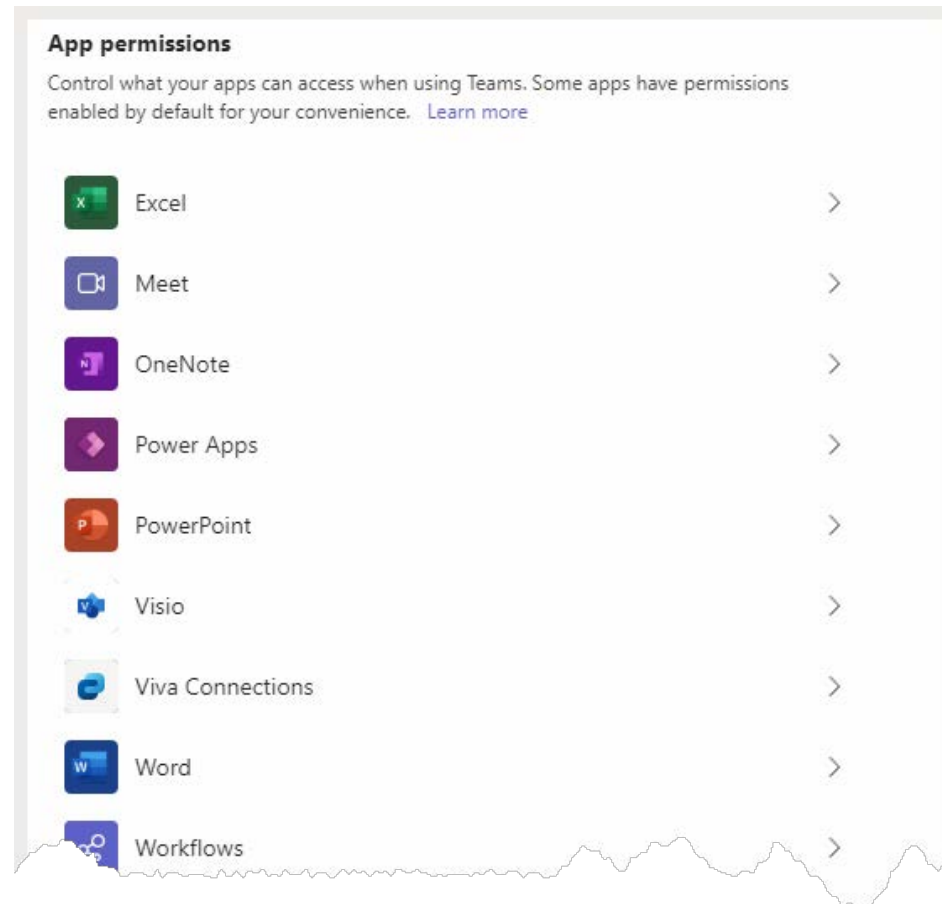
- **Audio Devices** - where available, choose to customize
- **Speaker** - select the speaker Teams will use for audio
- **Microphone** - select the microphone device Teams will use for audio
- **Automatically Adjust Mic Sensitivity** - click to enable/disable
- **Sync Device Buttons** - click to enable/disable
- **Make a Test Call** - Click to use Teams to test audio. 
- **Noise Suppression** - select the noise suppression setting you prefer
- **Spatial Audio** - click to enable a sort of surround sound experience so voices seem to come from the general on-screen location of the person currently speaking during meetings (when in Gallery, Together and Speaker modes)
- **High Fidelity Music Mode** - click to make this Teams audio feature available in your meetings
- **Secondary Ringer** - Select an available option from the drop-down list of devices which you want to also ring when someone calls you.
- **Camera** - Elect to let Teams auto-adjust camera controls, select the connected camera you want Teams to use for calls and meetings, and see a preview of that camera's video feed.
- **Green Screen** - Elect to use green screen when applying a virtual background to enhance effects.
- **Adjust Brightness** - Elect to auto-enhance low lighting as needed
- **Soft Focus** - Elect to apply smoothing to your on-camera appearance

CLASSIC TEAMS SETTINGS 101

App Permissions

Allow the Apps you add-on as tabs in your Teams application to access useful device features.

Apply the same permissions to all of your Apps (they'll be listed here as more are added by your Teams Administrator), or customize the available permissions for each one - it's up to you.

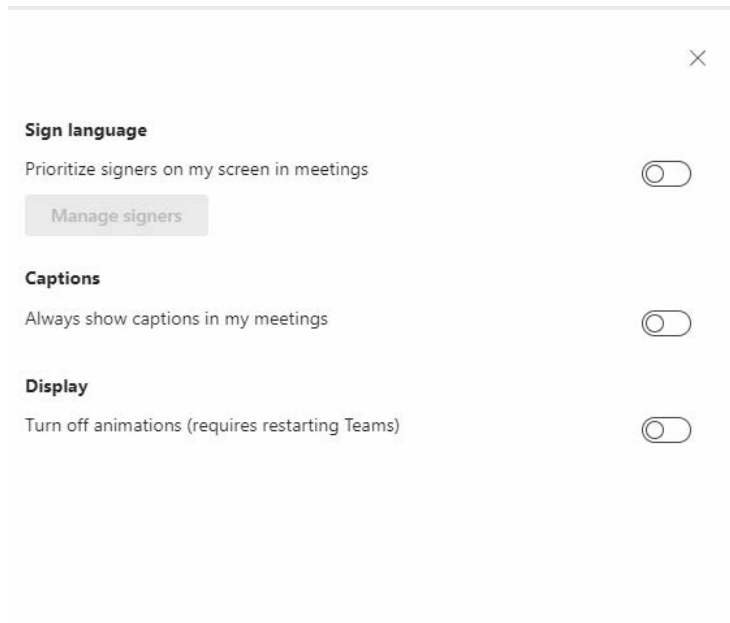


CLASSIC TEAMS SETTINGS 101



Accessibility

Manage the accessibility settings in Classic Teams:



Accessibility

Sign Language

Prioritize Signers on my screen meetings - Click to turn ON/OFF.

Captions

Always show captions in my meetings - Click to turn On/OFF

Display

Turn off animations (requires restarting Teams) - Click to set to OFF/ON

Note: Display Animations are Enabled/ON in Teams by default, so if you set this option to ON, you're disabling the feature and turning it OFF

CLASSIC TEAMS SETTINGS 101

Captions and Transcripts

In this section of the settings, you may manage the setting options related to transcription and live captions for meetings.

Transcription

Automatically identify me in meeting captions and transcripts



Filter profane words in meeting captions



Transcription

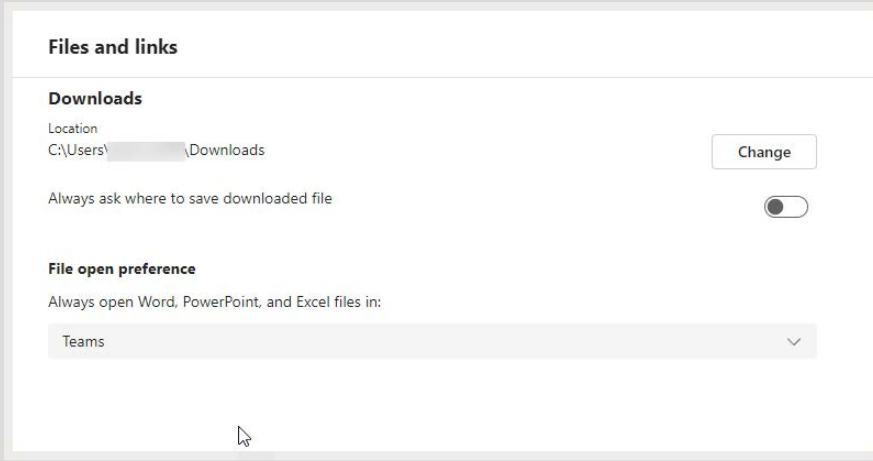
Manage the ON/OFF setting option for the following:

- [Automatically identify me in meeting captions and transcripts](#)
- [Filter profane words in meeting captions](#)

CLASSIC TEAMS SETTINGS 101

Files and Links

In this section of the settings, users define where downloads are saved and how links to files are opened.



Downloads

Click Change to modify the default system file location for Downloads from Teams.

- [Always ask where to save downloaded file](#) - click to toggle ON or OFF as desired.

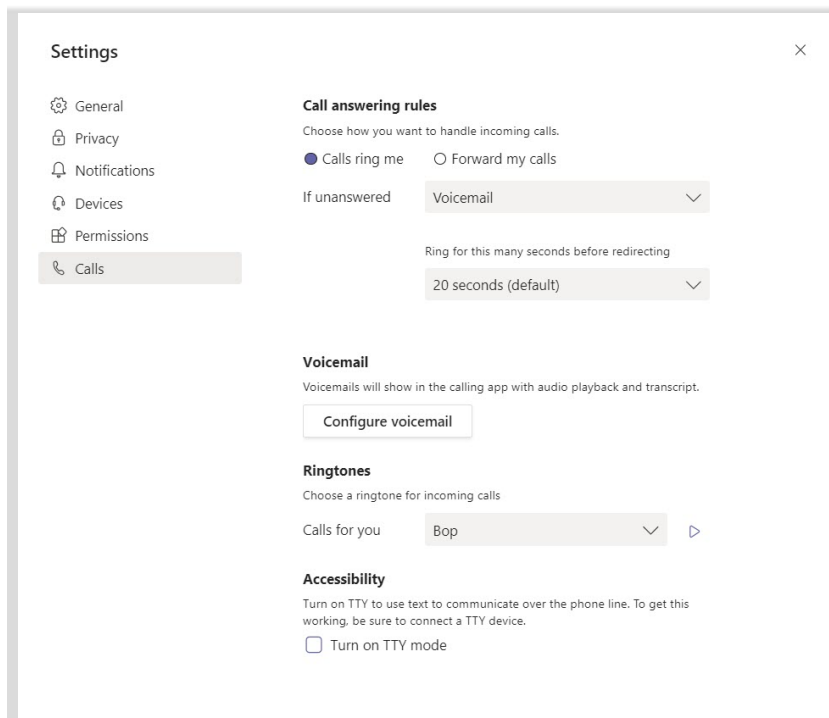
File Open Preference

Choose how you would like to open and view file links sent to you in Teams using the drop-down selection tool options.

CLASSIC TEAMS SETTINGS 101

Calls

Manage call rules, setup Teams voicemail, choose a ring tone, and more in the Calls section of Settings.



Settings

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls**

Call answering rules
Choose how you want to handle incoming calls.

☒ Calls ring me ☐ Forward my calls

If unanswered: Voicemail

Ring for this many seconds before redirecting: 20 seconds (default)

Voicemail
Voicemails will show in the calling app with audio playback and transcript.

[Configure voicemail](#)

Ringtones
Choose a ringtone for incoming calls

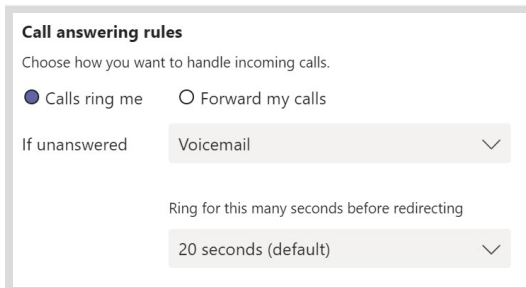
Calls for you: Bop

Accessibility
Turn on TTY to use text to communicate over the phone line. To get this working, be sure to connect a TTY device.

☐ Turn on TTY mode

Call Answering Rules

Choose how incoming calls are handled.



Call answering rules
Choose how you want to handle incoming calls.

☒ Calls ring me ☐ Forward my calls

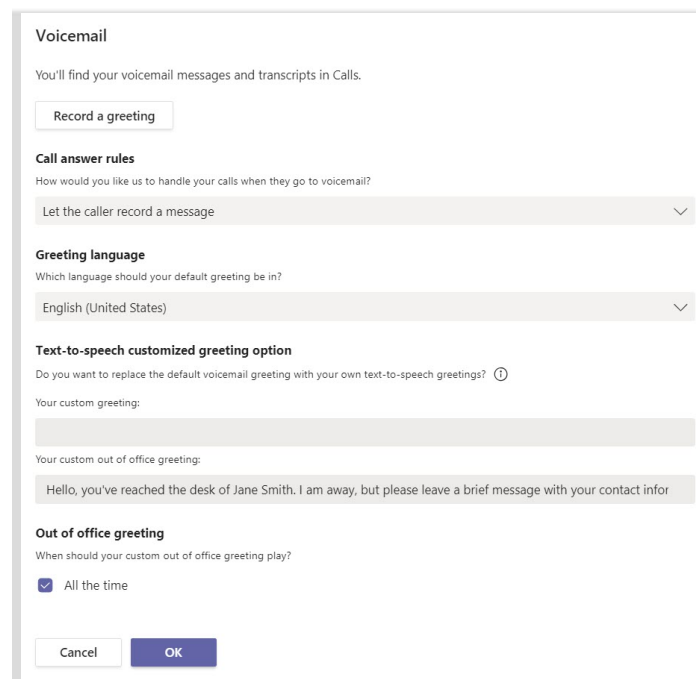
If unanswered: Voicemail

Ring for this many seconds before redirecting: 20 seconds (default)

Voicemail

Configure how unanswered calls and voicemails work in Teams.

- Record a Greeting: Click the button and follow prompts
- Define rules for handling your unanswered calls and Voicemail
- Choose an alternate Greeting Language (default is English US)
- Type and save text-to-speech greetings for your voicemail
- Elect to use your Out Of Office greeting always



Voicemail

You'll find your voicemail messages and transcripts in Calls.

[Record a greeting](#)

Call answer rules
How would you like us to handle your calls when they go to voicemail?

Let the caller record a message

Greeting language
Which language should your default greeting be in?

English (United States)

Text-to-speech customized greeting option
Do you want to replace the default voicemail greeting with your own text-to-speech greetings?

Your custom greeting:

Your custom out of office greeting:

Hello, you've reached the desk of Jane Smith. I am away, but please leave a brief message with your contact information.

Out of office greeting
When should your custom out of office greeting play?

☒ All the time

[Cancel](#) [OK](#)

Ringtones

Preview and select preferred ringtones from the available options.

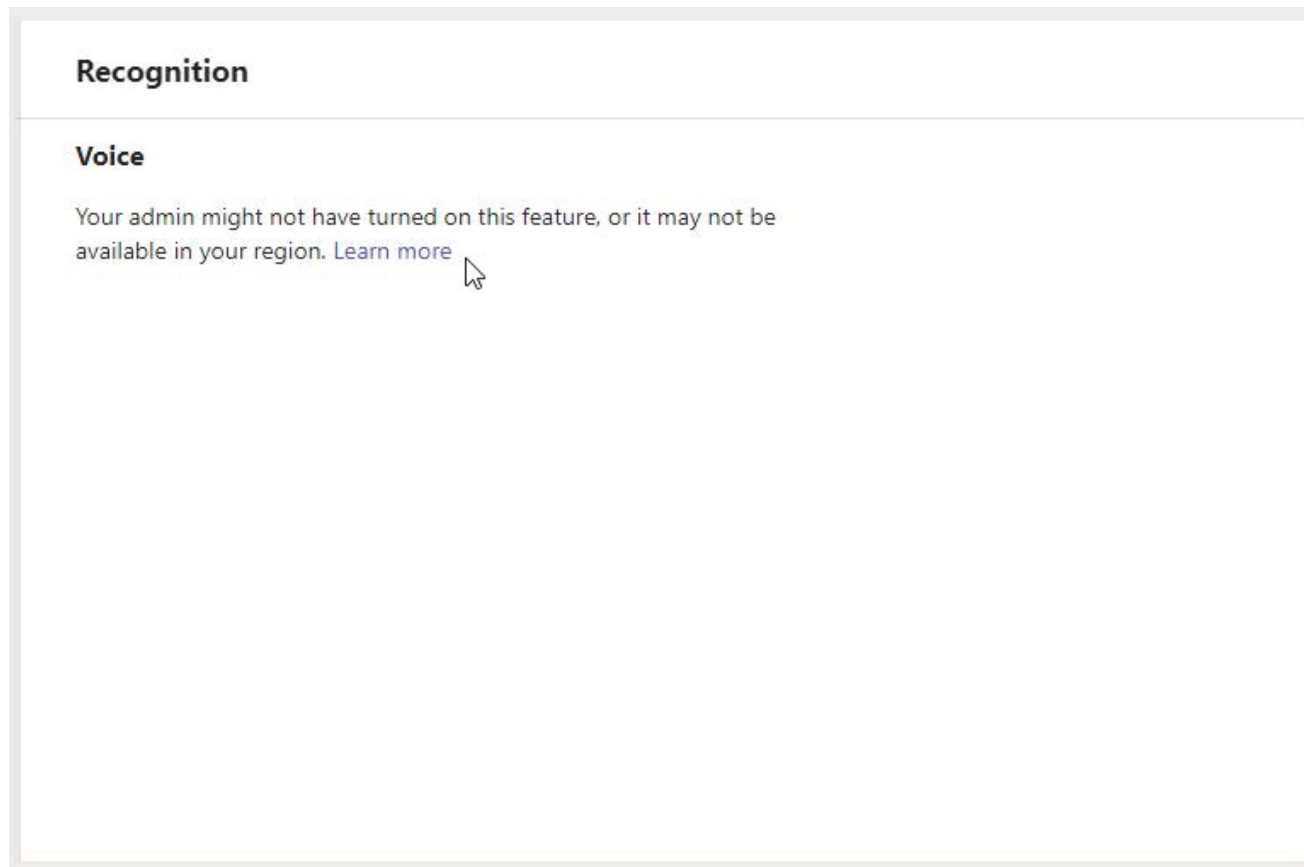
Accessibility

Turn TTY Mode On/Off for a connected TTY device (not supported by Momentum).

Recognition

This section of the settings may offer the ability to manage voice recognition settings, if enabled by your Teams Admin - where available by region.

Note: Most Teams users will see the following at this time:

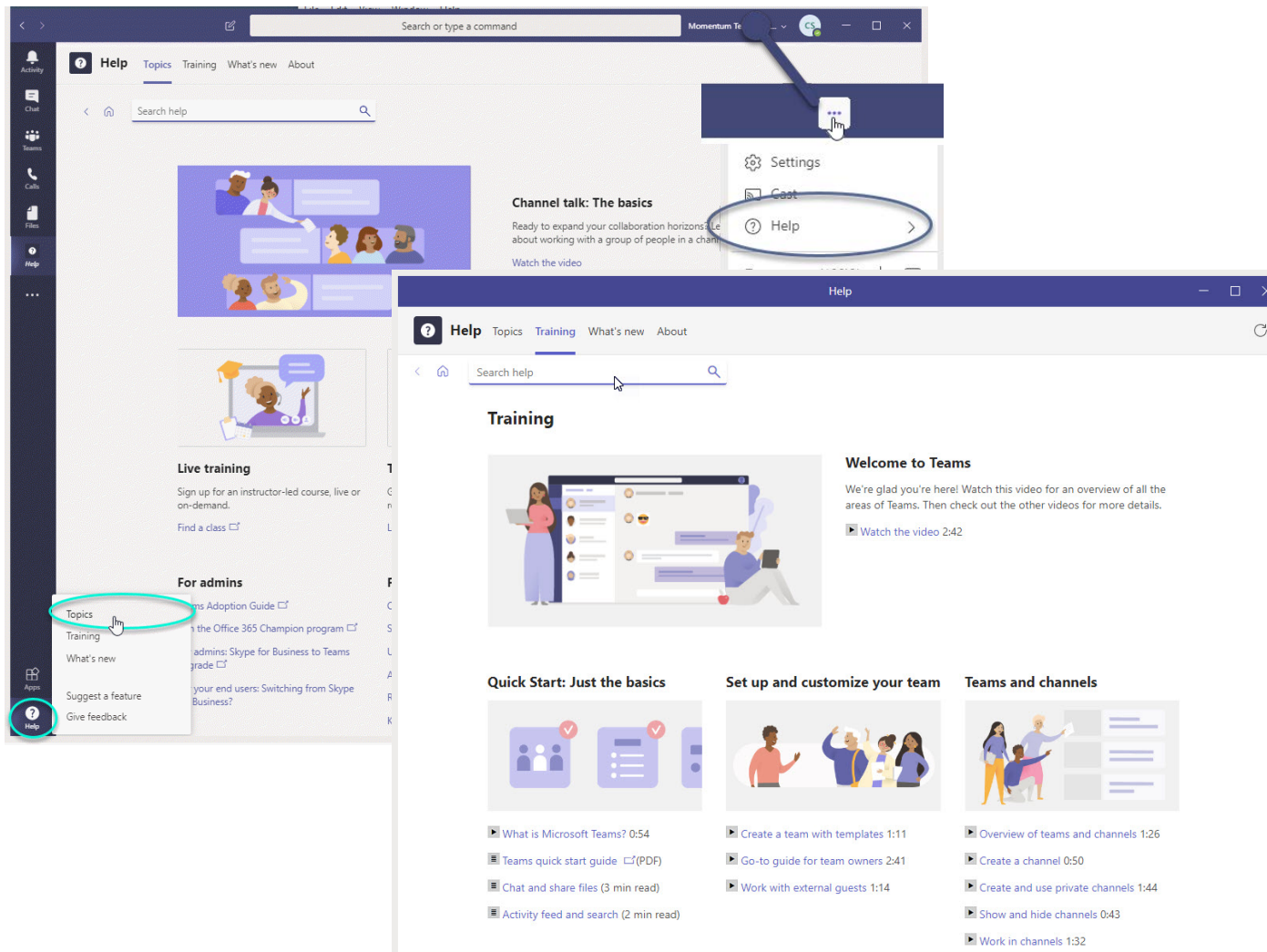


Click on the [Learn More](#) link to view more information.

? Help

MS Teams provides extensive in-App **Help & Training**!

Click the **Help** option in the ●●● drop-down menu in the Teams Toolbar, **Manage account** in your Profile drop-down, and the Help menu option at the bottom of the left navigation panel to quickly find helpful feature instructions and **comprehensive training** resources for all your Teams features 24 | 7 | 365.



Check here often for the latest Help and Training resource updates.