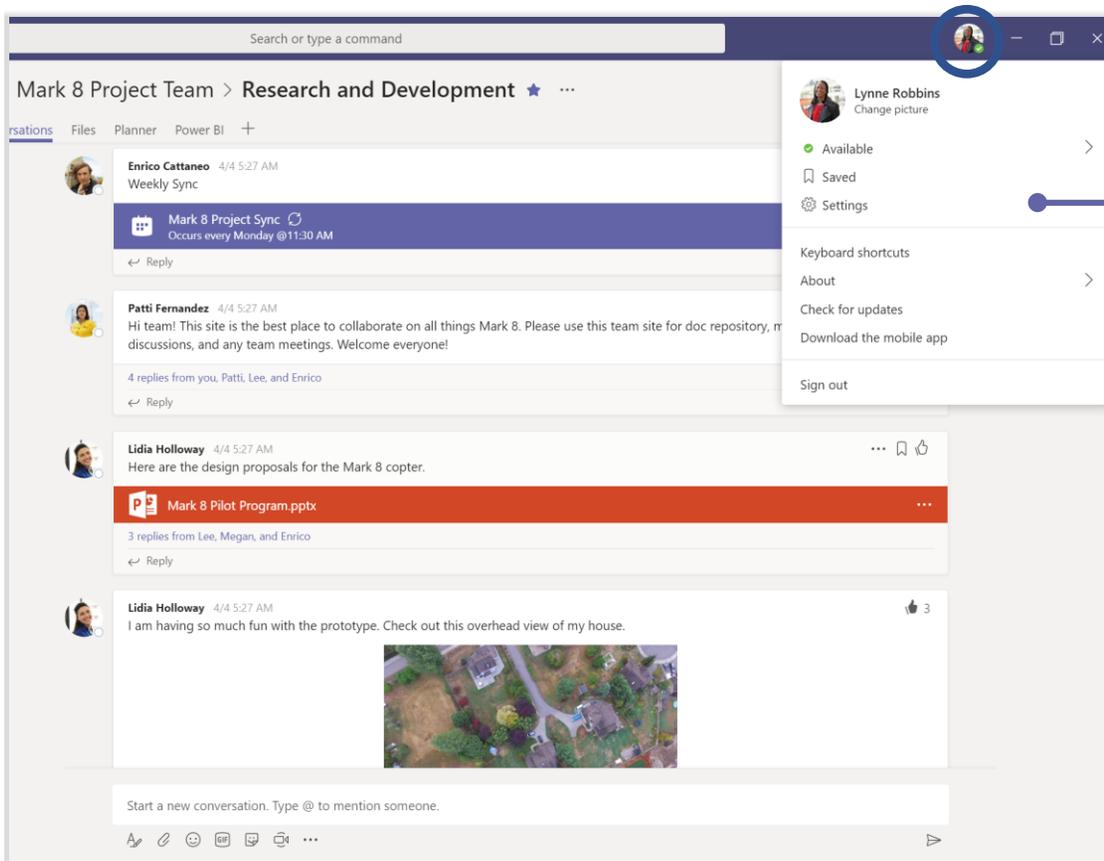
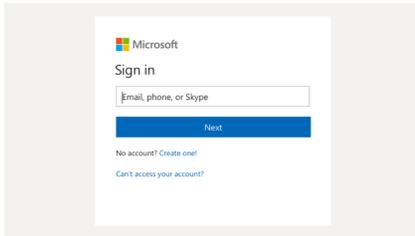


Teams Settings Basics

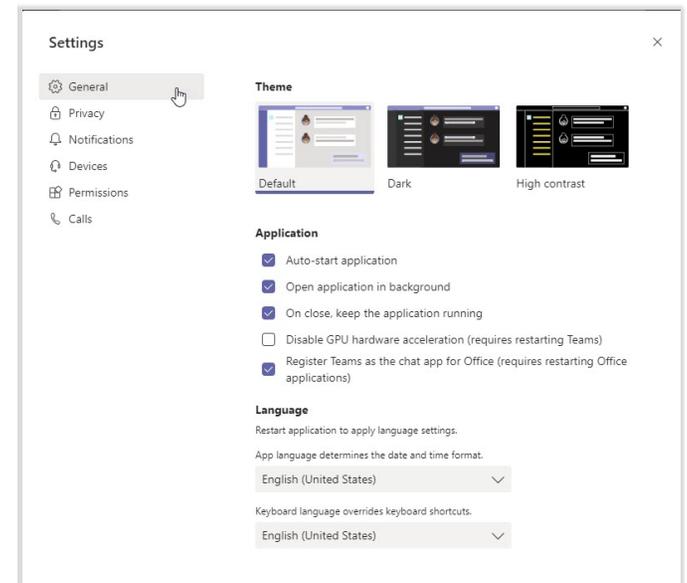
Sign In

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 profile settings

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



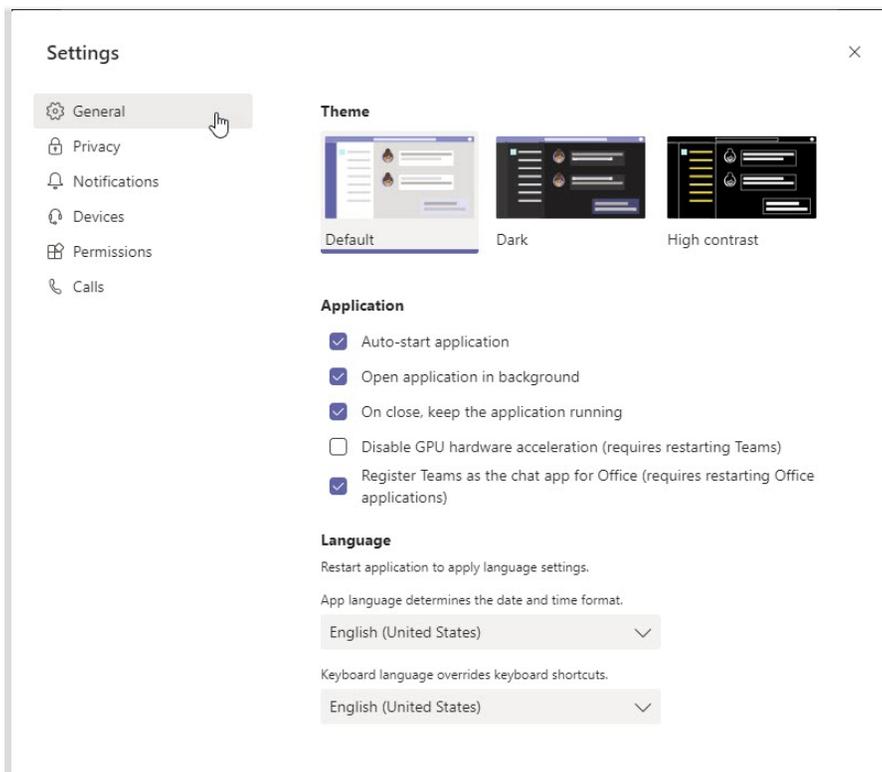
General

Profile Icon > Settings

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

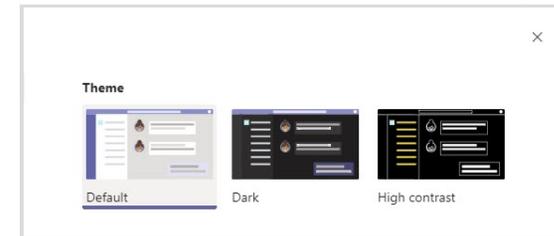
Within this area, Teams users can set any available settings, including the overall application color scheme, enable or disable some Teams application settings, and define their Language preferences as well as the Date/Time formats.

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



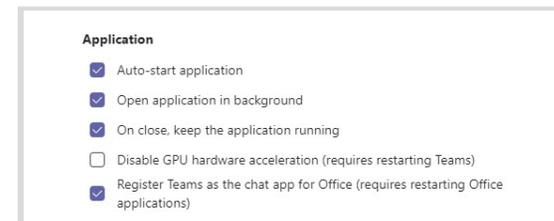
Pick a Theme

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



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.



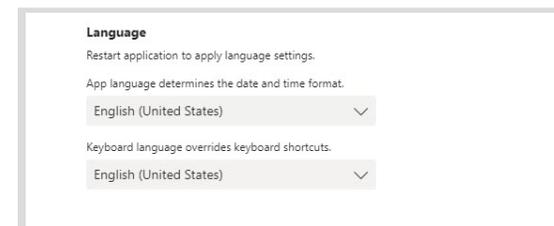
Delegates

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

Language and Date/Time Formats

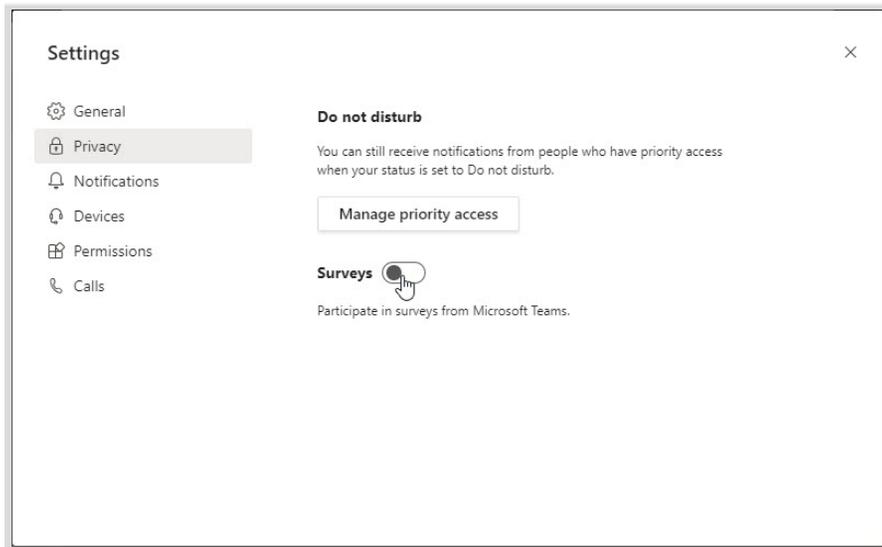
Language settings default to English (United States)

- Choose the App language which also defines the Date/Time display format
- Choose a Keyboard Language



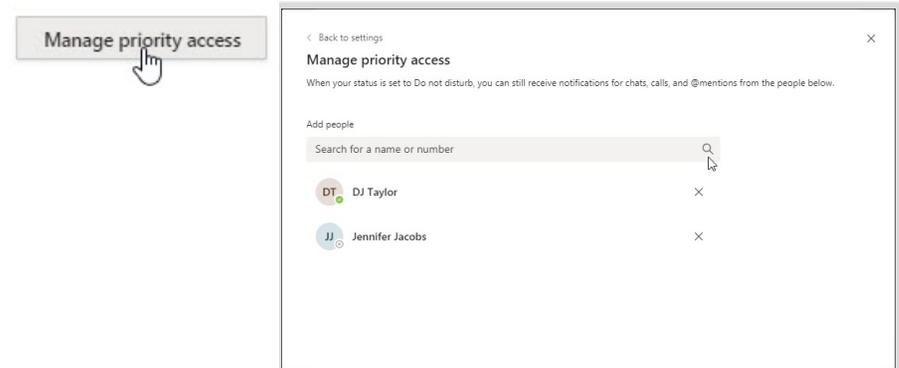
Privacy

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.



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.



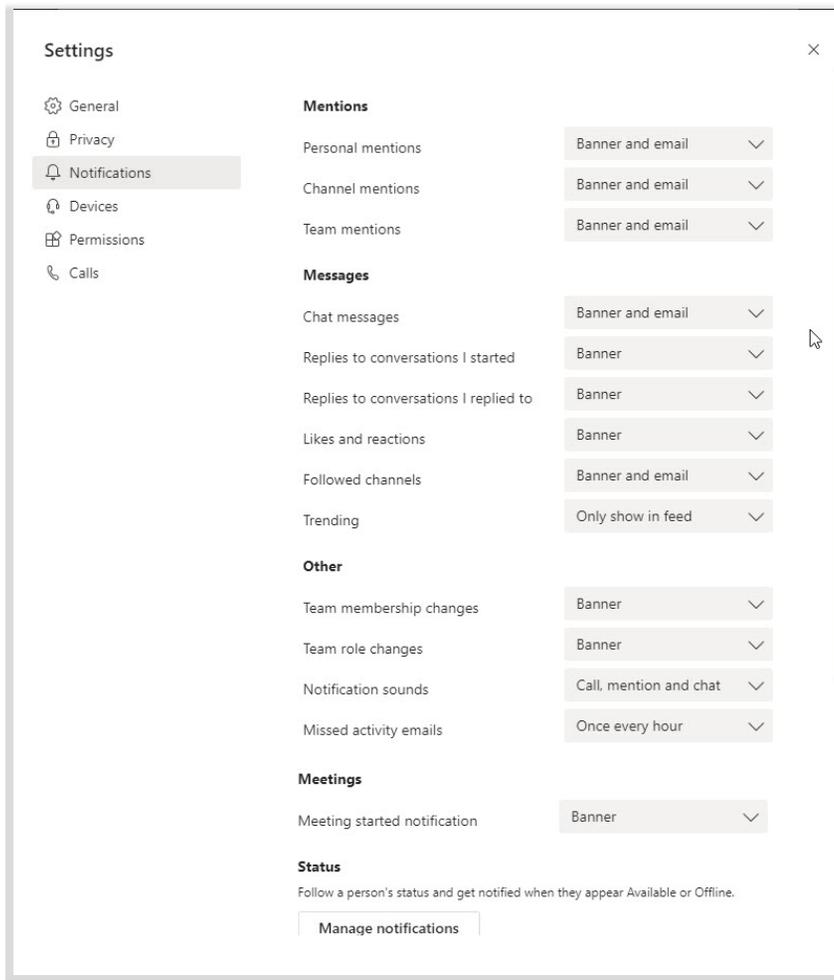
Surveys

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



Notifications

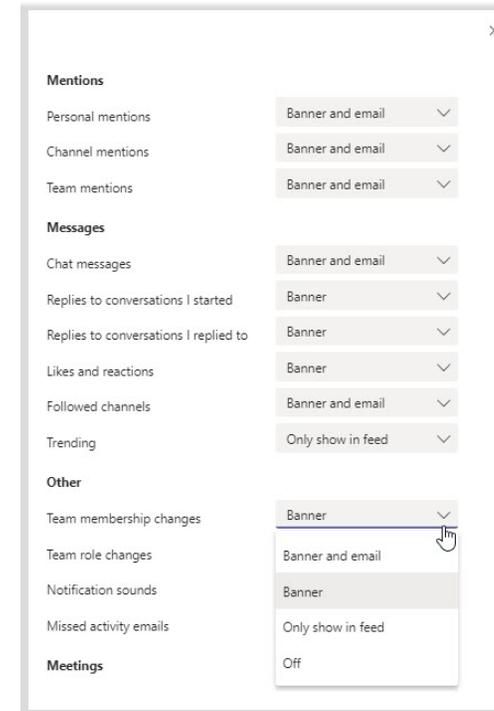
This section of Settings allows Teams users to define the ways they want receive notifications of @Mentions, Messages, Meetings, and other contact attempts and follow specific Teams users to get status updates.



Notification Options

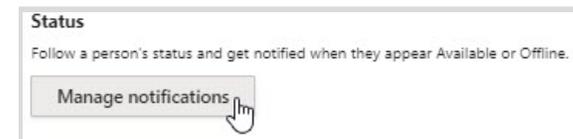
Use the adjacent drop-down menu tools to select the notification types you prefer for:

- **Mentions** - Personal, Channel, Team
- **Messages** - Chats, Replies, Likes/Reactions, Followed Channels, Trending
- **Other** - Team / Role changes, Notification sounds, Activity emails
- **Meetings** - Meeting start notifications



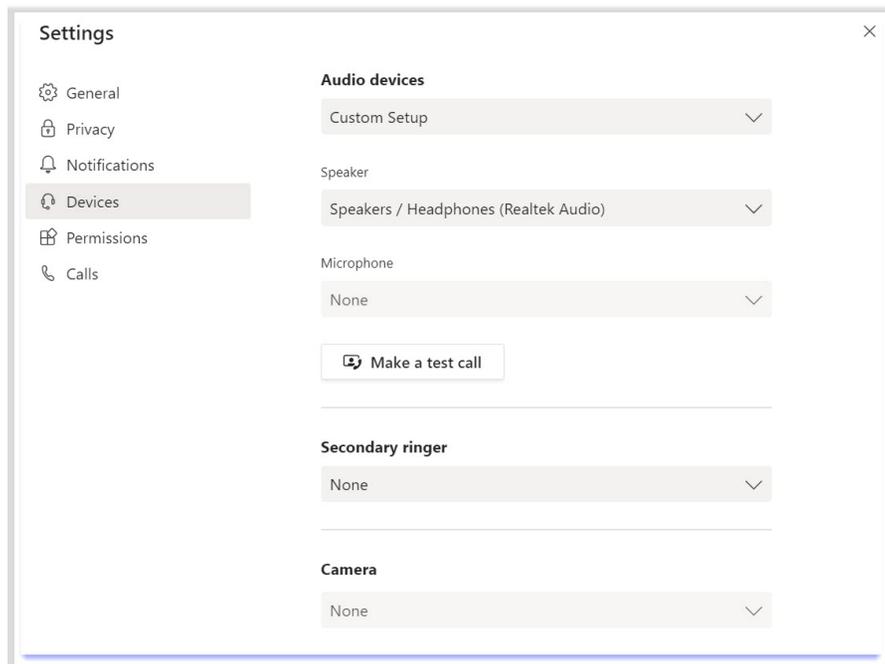
Status

Create a list of Teams users that you want to receive a notification about when their status changes to Available or Offline.



Devices

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



Audio Devices

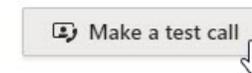
Select from the available system audio device options:

- System Setup (generally defined by your organization)
- Speaker
- Microphone

Make a test call

Click this button to test dial and see how your mic, speaker, and camera are working with App dialing.

Contact your system administrator for assistance if you have call issues.



Note:

- The test call feature may only be available in English for now. Additional languages are coming soon.
- Test recordings won't be retained or used by Microsoft.

Secondary Ringer

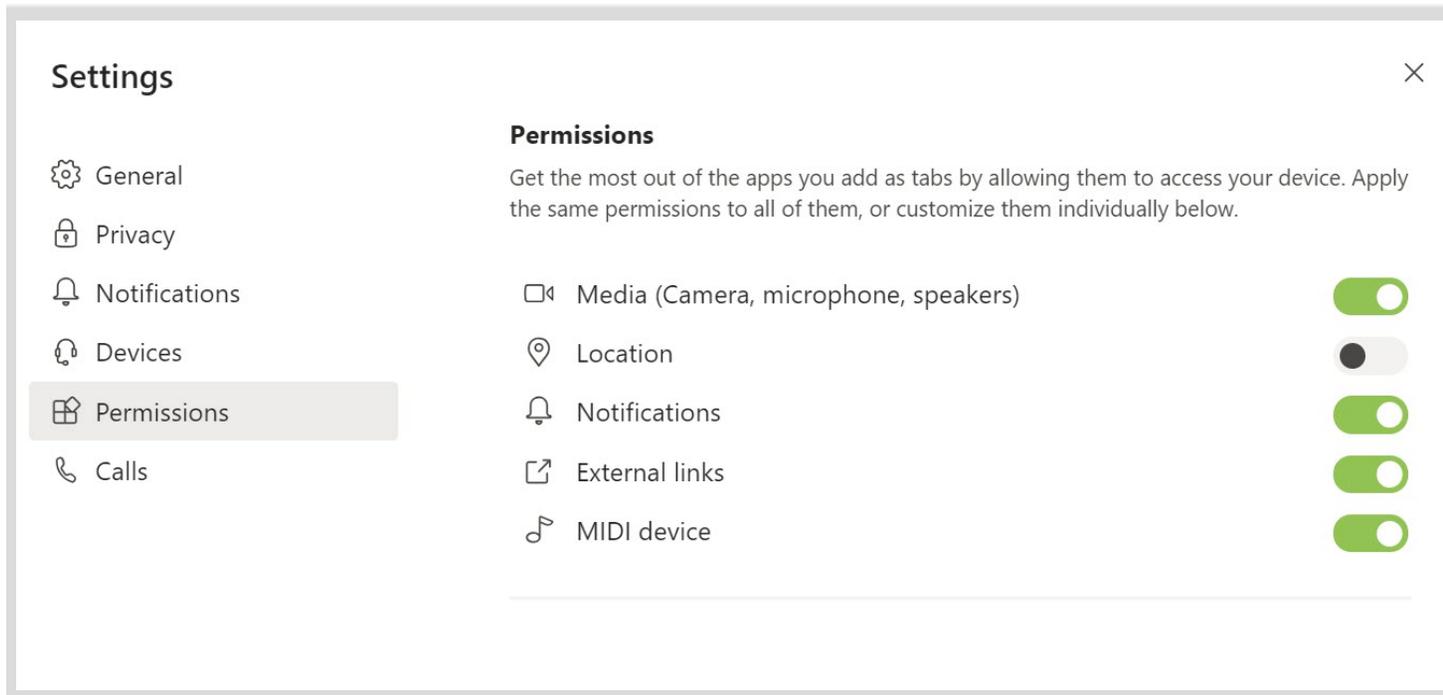
Select an available option which will also ring when someone calls you.

Camera

Select the connected camera you want Teams to use for calls and meetings, and see a preview of that camera's video feed.

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), or customize the available permissions for each one - it's up to you.

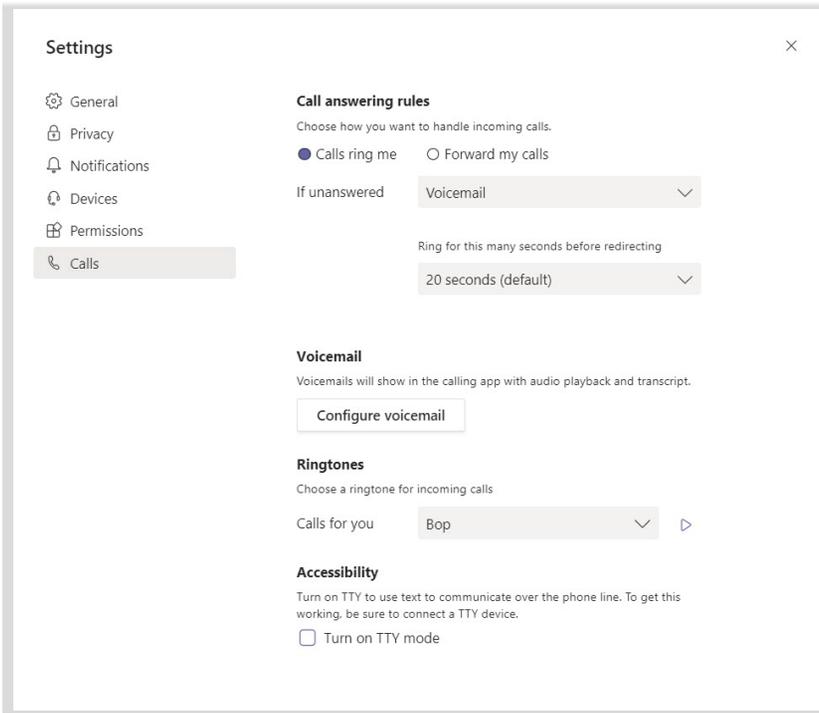


The screenshot shows the 'Settings' application in Microsoft Teams. On the left is a navigation menu with options: General, Privacy, Notifications, Devices, Permissions (highlighted), and Calls. The main area is titled 'Permissions' and contains the following text: 'Get the most out of the apps you add as tabs by allowing them to access your device. Apply the same permissions to all of them, or customize them individually below.' Below this text are five permission categories, each with a toggle switch:

- Media (Camera, microphone, speakers) - Toggle is ON (green)
- Location - Toggle is OFF (grey)
- Notifications - Toggle is ON (green)
- External links - Toggle is ON (green)
- MIDI device - Toggle is ON (green)

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

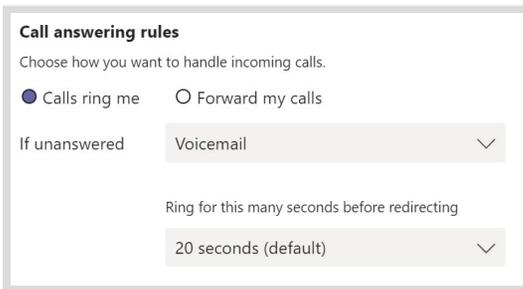
Calls for you: Bop

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

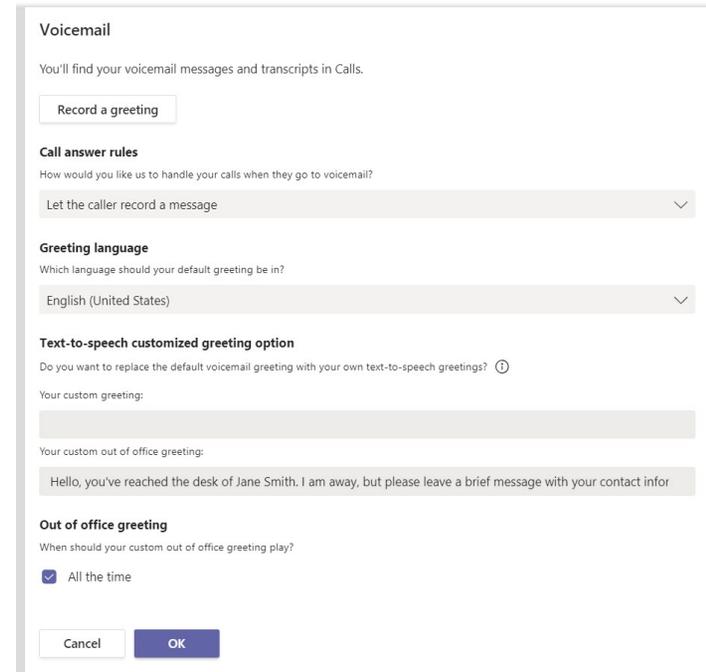
If unanswered: Voicemail

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 infor

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).

? Help

Teams includes an extensive in-App Help section.

Click the [Help](#) icon at the bottom of the menu and quickly find answers and training for Teams features - and you can even offer feedback and suggestions.

