

Teams Settings Basics

Microso	ſt	
Sign in		
Email, phone	e, or Skype	
	Next	
No account? Cre	ate one!	

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.

	Search or type a command		🏠 – 🗆 ×		
Mark 8 Pr	oject Team > Research and Development * ··· Planner Power BI + Enrice Cattaneo 4/4 527 AM	Lynne Robbins Change picture Available Saved	>	Manage profile settings Change app and call settings, change your pic, or	
.	Weekly Sync Mark 8 Project Sync ⑦ Occurs every Monday @11:30 AM ← Reply	Settings Keyboard shortcuts About	•	Settings	
9	Patti Fernandez 4/4.5:27 AM Hi team! This site is the best place to collaborate on all things Mark 8. Please use this team site for doc repository, m discussions, and any team meetings. Welcome everyone!	Check for updates Download the mobile app		ⓒ General 마 슈 Privacy	Theme
	4 replies from you, Patti, Lee, and Enrico ← Reply	Sign out		Notifications Devices Permissions	Default Dark High contrast
١	Lidia Holloway 4/4 527 AM Here are the design proposals for the Mark 8 copter.	··· 🛛 🕹	1	€ Calls	Application Auto-start application
	3 replies from Lee, Megan, and Enrico ← Reply				Open application in background On close, keep the application running Displa CPU hardware acceleration (cenuites restartion Teams)
	Lidia Holloway 4/4 5:27 AM I am having so much fun with the prototype. Check out this overhead view of my house.	// 3			
	Start a new conversation. Type @ to mention someone.				
		\bowtie			



🕸 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.

Ap	plication
\checkmark	Auto-start application
\checkmark	Open application in background
~	On close, keep the application running
	Disable GPU hardware acceleration (requires restarting Teams)
\sim	Register Teams as the chat app for Office (requires restarting Office applications)

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

Language	
Restart application to apply language setti	ngs.
App language determines the date and tin	ne format.
English (United States)	\sim
Keyboard language overrides keyboard sh	ortcuts.
English (United States)	\sim

Quick Reference Guide

MICROSOFT TEAMS SETTINGS



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.

Manage priority access	< Back to settings Manage priority access When your status is set to Do not disturb, you can still receive notifications for chats, calls, and @mentions from the people	× e below.
	Add people	
	Search for a name or number Q	
	DT _o DJ Taylor ×	
	J _o Jennifer Jacobs X	

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.

Settings				×
ලි General	Mentions			
🔒 Privacy	Personal mentions	Banner and email	\sim	
🗘 Notifications	Channel mentions	Banner and email	\sim	
O Devices	Team mentions	Banner and email	\sim	
Permissions				
& Calls	Messages			
	Chat messages	Banner and email	\sim	N
	Replies to conversations I started	Banner	\sim	6
	Replies to conversations I replied to	Banner	\sim	
	Likes and reactions	Banner	\sim	
	Followed channels	Banner and email	\sim	
	Trending	Only show in feed	\sim	
	Other			
	Team membership changes	Banner	\sim	
	Team role changes	Banner	\sim	
	Notification sounds	Call, mention and chat	\sim	
	Missed activity emails	Once every hour	\sim	
	Meetings			
	Meeting started notification	Banner	\sim	
	Status			
	Follow a person's status and get notified wh	en they appear Available or Offline	i.	
	Manage notifications			

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

Mentions		
Personal mentions	Banner and email	\sim
Channel mentions	Banner and email	\sim
Team mentions	Banner and email	\sim
Messages		
Chat messages	Banner and email	\sim
Replies to conversations I started	Banner	\sim
Replies to conversations I replied to	Banner	\sim
Likes and reactions	Banner	\sim
Followed channels	Banner and email	\sim
Trending	Only show in feed	\sim
Other		
Team membership changes	Banner	×
Team role changes	Banner and email	Ð
Notification sounds	Banner	
Missed activity emails	Only show in feed	
Mantines	Off	

Status

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

Status
Follow a person's status and get notified when they appear Available or Offline
Manage notifications



Devices

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

Settings			
ଦ୍ଧି General	Audio devices		
Privacy	Custom Setup	\sim	
Q Notifications	Speaker		
Devices	Speakers / Headphones (Realtek Audio)	\sim	
🕆 Permissions			
& Calls	Microphone		
	None	\sim	
	(I) Make a test call		
	Secondary ringer		
	None	\sim	
	Camera		
	None	\sim	

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.

🕒 Make a test call

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.

Settings	×
పై General 🕣 Privacy	Permissions 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.
Notifications	□ 4 Media (Camera, microphone, speakers)
Devices	Location
Permissions	♀ Notifications
& Calls	☑ External links ♂ MIDI device



& Calls

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

S General	Call answering ru	lles		
	Choose how you war	nt to handle incoming calls.		
	 Calls ring me 	O Forward my calls		
Devices	If unanswered	Voicemail	\sim	
Permissions			1	
& Calls		Ring for this many seconds before re	directing	
	Voicemail Voicemails will show	in the calling app with audio playback.	and transcript.	
	Voicemail Voicemails will show Configure voice	in the calling app with audio playback	and transcript.	
	Voicemail Voicemails will show Configure voic Ringtones	in the calling app with audio playback remail	and transcript.	
	Voicemail Voicemails will show Configure voic Ringtones Choose a ringtone fo	in the calling app with audio playback remail	and transcript.	
	Voicemail Voicemails will show Configure voic Ringtones Choose a ringtone fo Calls for you	in the calling app with audio playback remail r incoming calls Bop	and transcript.	
	Voicemail Voicemails will show Configure voic Ringtones Choose a ringtone fo Calls for you Accessibility	in the calling app with audio playback remail r incoming calls Bop	and transcript.	

Call Answering Rules

Choose how incoming calls are handled.

Call answering ru	les	
Choose how you want	t to handle incoming calls.	
Calls ring me	O Forward my calls	
If unanswered	Voicemail	\sim
	Ring for this many seconds before redirecting	
	20 seconds (default)	\sim

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

Record a greeting		
Call answer rules		
How would you like us to har	dle your calls when they go to voicemail?	
Let the caller record a m	essage	
Greeting language		
Which language should your	default greeting be in?	
English (United States)		
Text-to-speech customi	zed greeting option	
Do you want to replace the d	efault voicemail greeting with your own text-to-speech greetings? (
Your custom greeting:		
Your custom out of office gre	ating:	
Hello, you've reached t	ne desk of Jane Smith. I am away, but please leave a brief message with y	our contact info
Out of office greeting		
When should your custom ou	t of office greeting play?	
All the time		

Ringtones

Preview and select preferred ringtones from the available options.

Accesibility

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.

