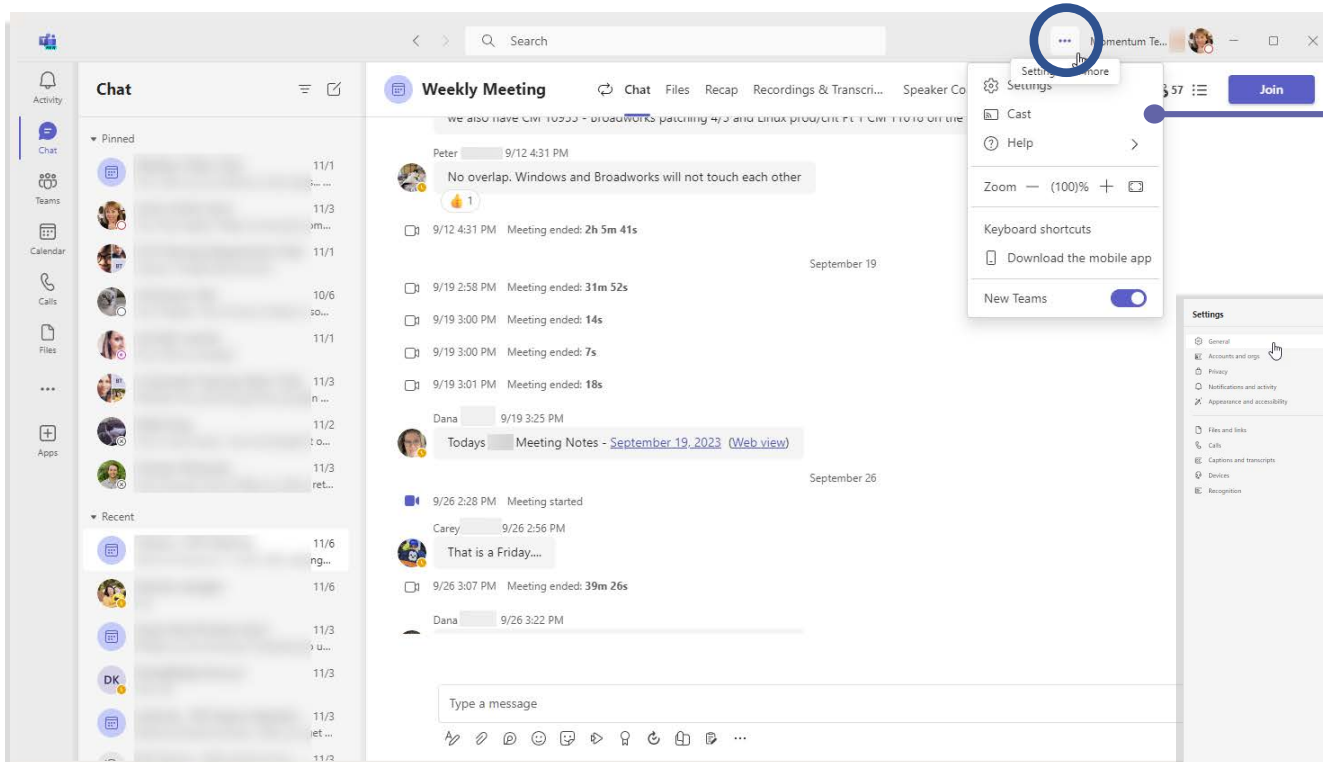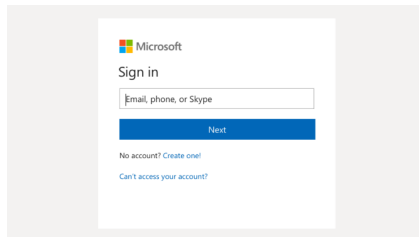Microsoft **+** MOMENTUM

Intro to New 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 Teams Settings
Change app, call, video and meeting settings, access Help and Training, Cast to a local device, download the mobile Teams app, and elect to use **New Teams**.
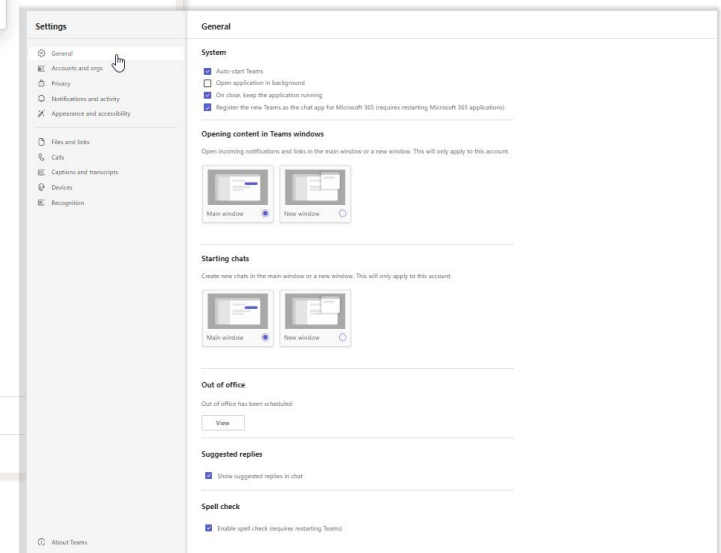
Note: MS Teams features and settings are constantly updated in continuous integrations. Check the latest Help file for more information as new features, settings, and options are launched.
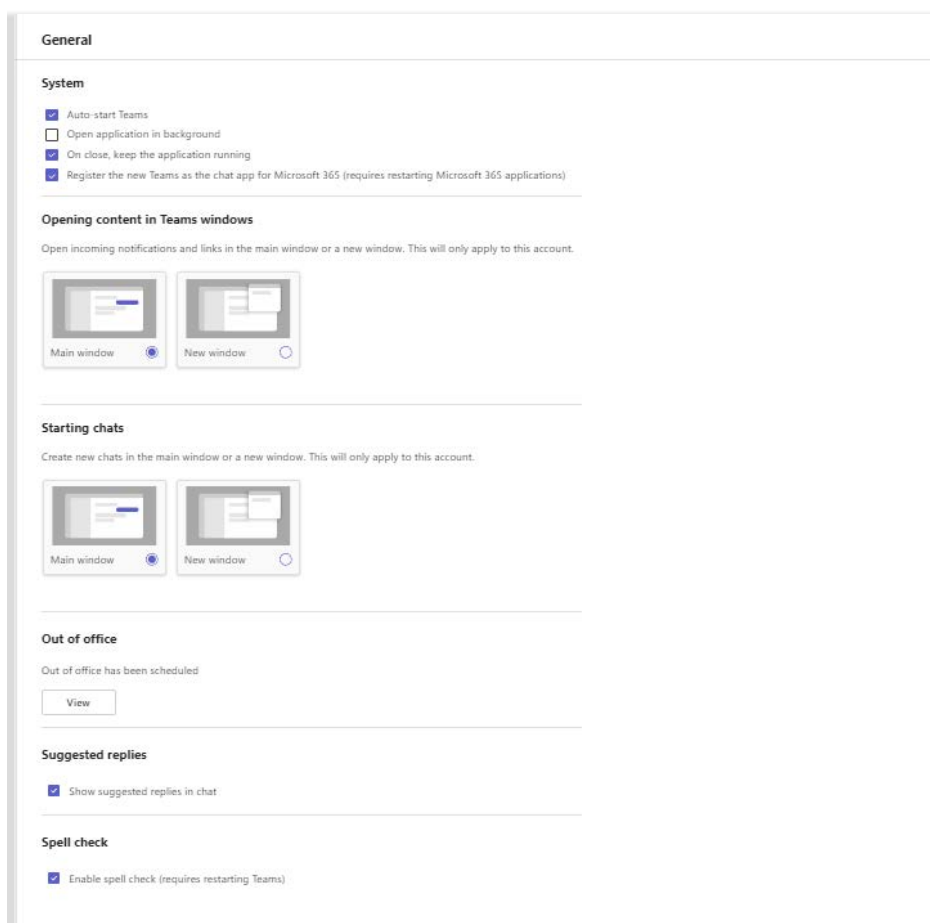
⚙ General

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

Within this area, Teams users can define available settings, including the startup behavior, content display, Out of Office, and use of reply suggestions and spell check features

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

System

Click to place check marks in the boxes next to the settings related to startup and exit or close that are displayed in this section:

- Auto-start Teams
  Open application in background
- On close, keep the application running
- Register the new Teams as the chat app for Microsoft 365 (requires restart)

Opening content in Teams windows
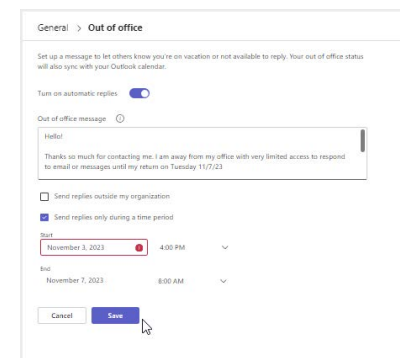
Click chose how new chats you create are displayed. You may elect to use in-line (within the teams app) or to pop a new window.

Starting Chats

Click within the radio button to elect to open chats inline in the main Teams window or in a new window

Out of Office

Click the **View** button in the section to review and manage your Out of Office message as it will display to others in Teams.

Suggested Replies

Click to place a check mark next to this optional setting to allow Teams to display suggested replies while chatting.

Spell Check

Click to place a check mark next to this optional setting to allow Teams to provide spell checking functionality. (Requires a restart)

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🪪 Accounts and Orgs

In the Accounts and Orgs section, users may review a list of Microsoft Teams accounts 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 ⧉

Momentum Telecom, Inc

Momentum Telecom   ⬤
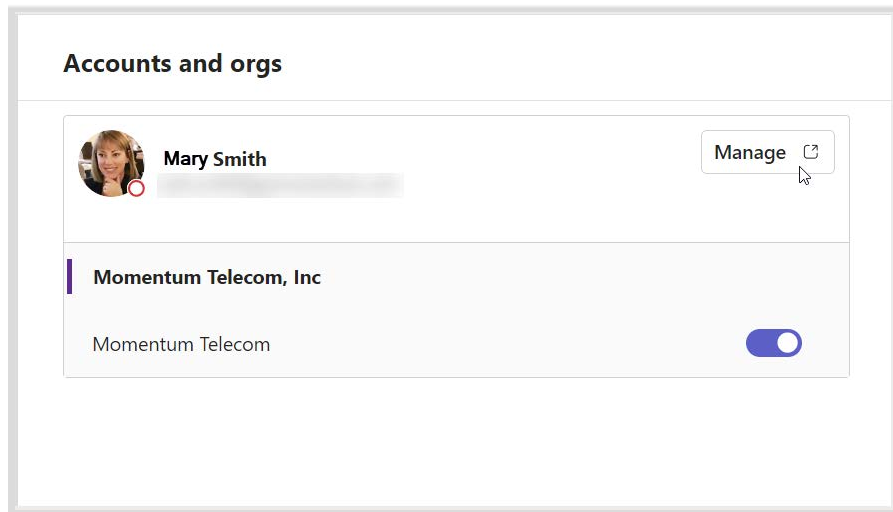
Manage

Click on the Manage button displayed here to access and manage the Microsoft Teams account information for your instance in a new browser window.

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

Users may click to toggle each listed Microsoft Teams account to **Enabled** (On/blue) or **Disabled** (Off/gray), as desired.

🔒 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.

Privacy
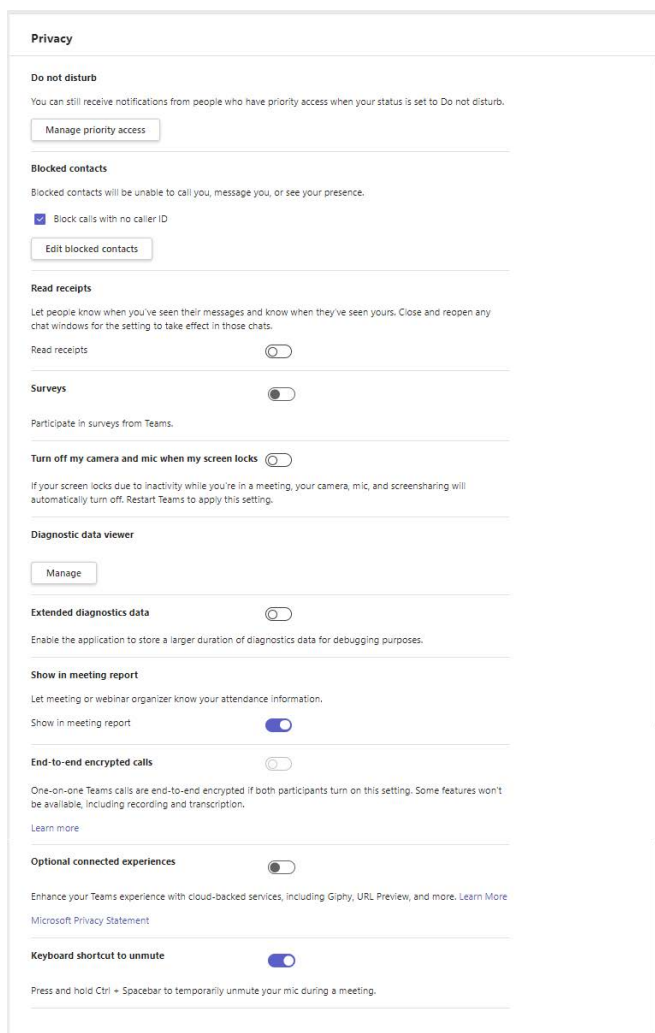
Do not disturb
You can still receive notifications from people who have priority access when your status is set to Do not disturb.
[Manage priority access]

Blocked contacts
Blocked contacts will be unable to call you, message you, or see your presence.
☑ Block calls with no caller ID
[Edit blocked contacts]

Read receipts
Let people know when you've seen their messages and know when they've seen yours. Close and reopen any chat windows for the setting to take effect in those chats.
Read receipts

Surveys
Participate in surveys from Teams.

Turn off my camera and mic when my screen locks
If your screen locks due to inactivity while you're in a meeting, your camera, mic, and screensharing will automatically turn off. Restart Teams to apply this setting.

Diagnostic data viewer
[Manage]

Extended diagnostics data
Enable the application to store a larger duration of diagnostics data for debugging purposes.

Show in meeting report
Let meeting or webinar organizer know your attendance information.
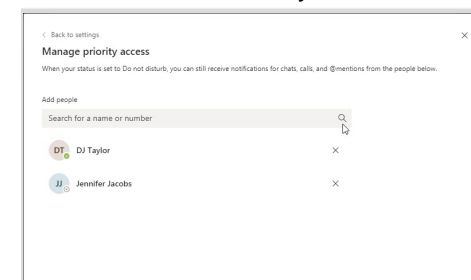Show in meeting report

End-to-end encrypted calls
One-on-one Teams calls are end-to-end encrypted if both participants turn on this setting. Some features won't be available, including recording and transcription.
Learn more

Optional connected experiences
Enhance your Teams experience with cloud-backed services, including Giphy, URL Preview, and more. Learn More
Microsoft Privacy Statement

Keyboard shortcut to unmute
Press and hold Ctrl + Spacebar to temporarily unmute your mic during a meeting.

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 below.

Add people
[Search for a name or number]

DT DJ Taylor   ✕
JJ Jennifer Jacobs   ✕

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.

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

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

Diagnostic Data Viewer and Extended Data Viewer
These sections define data collection for debugging.

Show In Meeting Report
Slide the toggle to ON to allow webinar organizers to gather attendance information.

End to End Encrypted Calls
Slide the toggle to ON (where available) to use encryption for your calls.

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

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

🔔 Notifications and Activity

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

General

Manage the notification display options for the following:

- **When Windows Do Not Disturb is turned on, don't show me Teams Notifications (except for calls and meetings)** - Elect to set this optional setting to ON or Off.
  Open Windows Do not disturb settings - click this link to open a new browser window to manage your Windows DND settings.
- **Notifications** - manage general notification sounds and display options
- **Missed Activity Emails** - manage missed message email frequency

Chats and Channels

Manage the notification display options for the following Teams Activities:

- Chat message notifications
- @Mentions
- Channel and Team @Mentions
- Tag @Mentions
- Everyone @Mentions
- Personal @Mentions
- Replies to my channel posts and replies
- Likes and Reactions
- Posts in Shown and Pinned Channels

Meetings

Manage the Meeting notification display options for the following:

- **Meeting Start Notifications** - toggle to turn ON or OFF
- **Meeting Chat Notifications** - select your setting preference

✏️ Appearance and Accessibility

In this section of the settings, the user manages display settings for Teams appearance and accessibility features.

Appearance and accessibility

Theme

Follow operating system theme ⌄

Always use dark theme for meetings and calls ⬤
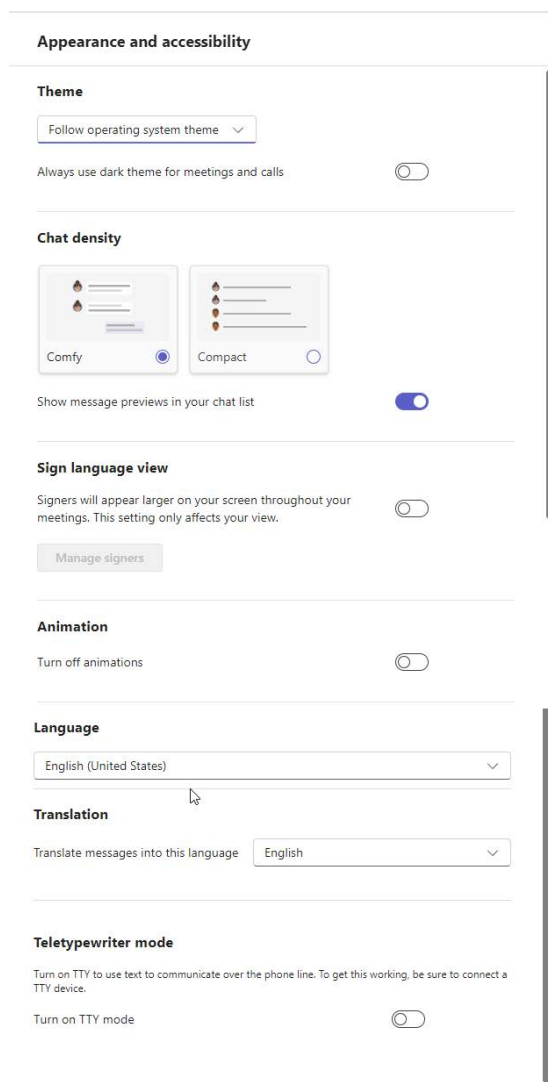
Chat density

Comfy ⦿   Compact ◯

Show message previews in your chat list ⬤

Sign language view

Signers will appear larger on your screen throughout your meetings. This setting only affects your view. ⬤

Manage signers

Animation

Turn off animations ⬤

Language

English (United States) ⌄

Translation

Translate messages into this language   English ⌄

Teletypewriter mode

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 ⬤

Theme
Manage the theme display options for your Teams instance.

Chat Density
Manage the display options for the following:

- Comfy or Compact - Choose the preferred display view option.

- Show message previews in your chat list - click to toggle ON or OFF.

Sign Language View
Manage the display options for signers in meetings:

- Click to toggle this optional setting On or OFF.

- Manage Signers - if the setting is ON, click to identify Teams contacts who should be considered Signers in Teams meetings

Animation
Click to toggle animations ON or OFF.

Language
Select a language for Teams from options available in the drop-down.

Translation
Select a language for Teams to Translate other languages to from the options available in the drop-down. (English by default)
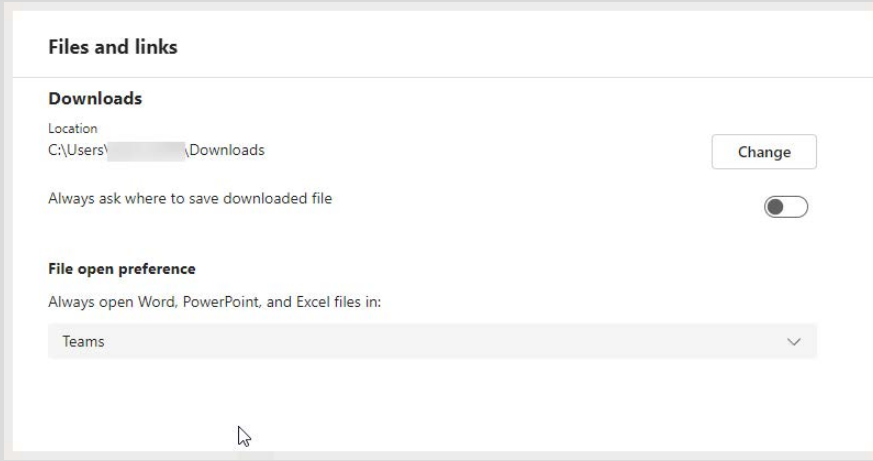
Teletypewriter Mode
Click to toggle TTY ON or OFF. When one the user can utilize text to communicate over the phone.
Must be connected to a TTY device for this feature to function.

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🗋 Files and Links

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

Files and links

Downloads

Location
C:\Users_____\Downloads   Change

Always ask where to save downloaded file   ⬤

File open preference

Always open Word, PowerPoint, and Excel files in:

Teams   ⌄

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 file links sent to you in Teams using the drop-down selection tool options.

📞 Calls

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

Call Handling and Forwarding

Choose how incoming calls are handled.

Calls

- **Call handling and forwarding**

Forward all calls

When you receive a call
> Do not ring anyone else

When you can't answer a call
> Redirect to voicemail

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

- **Forward all Calls** - click to toggle ON or OFF as desired.
- **When you receive a call** - choose how you wish the call to be handled
- **When you can't answer a call** - choose how you wish the call to be handled
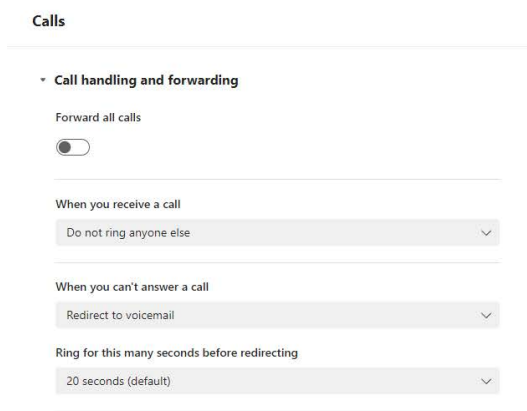- **Ring for this many seconds before redirecting** - choose the number of seconds before call handling redirects the call as specified.

Ringtones

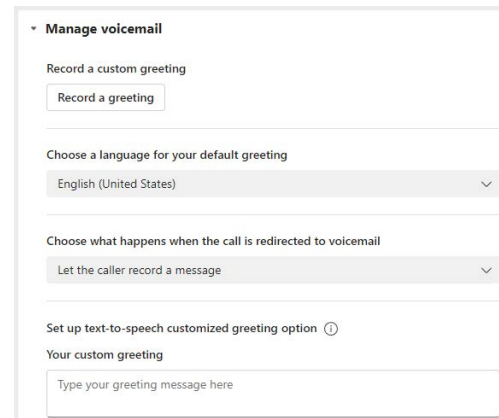Preview and choose the preferred ringtones from the available options for:

- **Calls for you**
- **Forward Calls**
- **Delegated Calls**

Choose a ringtone
Calls for you
> Bop

Forwarded calls
> Default

Delegated calls
> Default

Manage Voicemail

Configure how unanswered calls and voicemails work in Teams.

- Record a custom greeting: click the **Record a greeting** button and follow prompts
- Define rules for handling your unanswered calls and Voicemail
- Choose a Greeting Language (default is English US)
- Type and save text-to-speech greetings for your voicemail
- Elect how you wish to to use your Out Of Office greeting
- Customize the contents of your greeting

- **Manage voicemail**

Record a custom greeting
> Record a greeting

Choose a language for your default greeting
> English (United States)

Choose what happens when the call is redirected to voicemail
> Let the caller record a message

Set up text-to-speech customized greeting option ⓘ
Your custom greeting
> Type your greeting message here

Manage Out-Of-Office Voicemail

Define Out of Office voicemail greeting behaviors and type a custom greeting to be played.

- **Manage out-of-office voicemail**

When should your greeting play
- ☐ All the time
- ☐ When Outlook automatic replies are on
- ☐ When I have an out-of-office event on my calendar

Your custom greeting
> Hello, you've reached the desk of Mary Smith. I am away, but please leave a brief message with your contact information and I will respond upon my return.

Manage Call Group

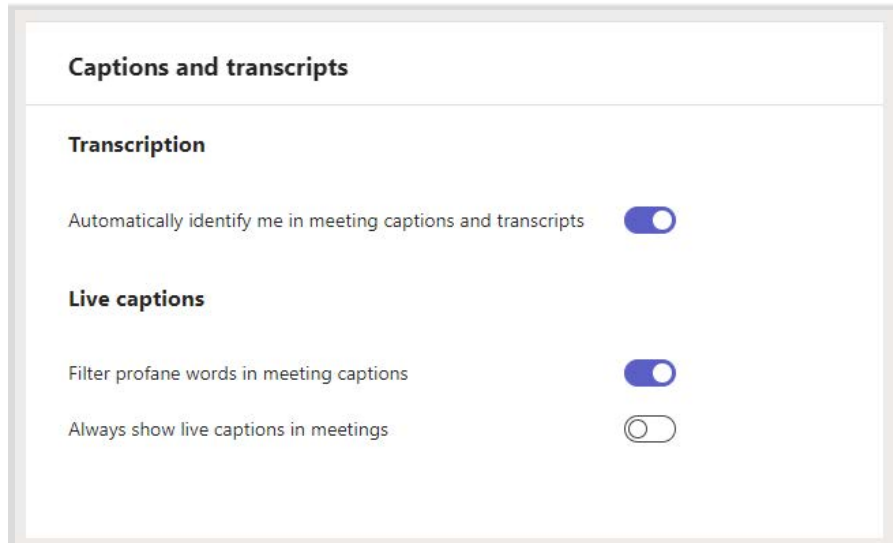Create and manage Call Groups who can receive calls on your behalf.

Manage Delegates

Click the **Add a delegate** button to assign someone to take your calls, and manage your list of Delegates in this section.

CC Captions and Transcripts

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

Captions and transcripts

Transcription

Automatically identify me in meeting captions and transcripts ⬤

Live captions

Filter profane words in meeting captions ⬤

Always show live captions in meetings ◯

Transcription

Manage the ON/OFF setting option for the following:

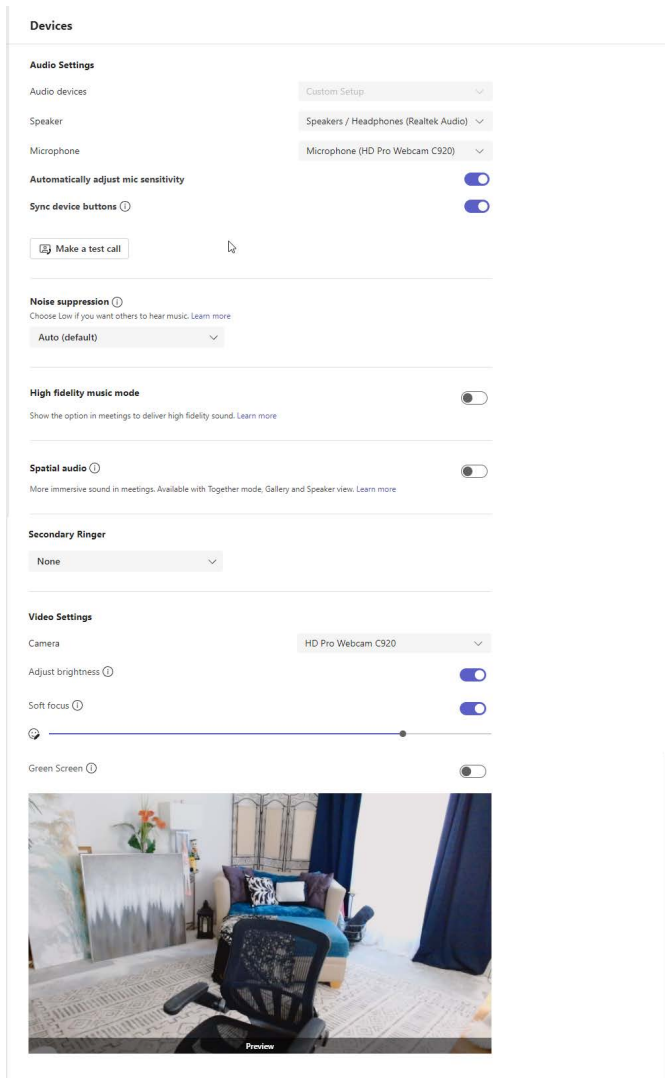- Automatically identify me in meeting captions and transcripts

Live Captions

Manage the ON/OFF setting options for the following:

- Filter profane words in meeting captions
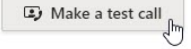- Always show live captions in meetings

🎧 Devices

In this section of the settings, you may select, test, and manage the devices used with 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. 🖱️ Make a test call
- **Noise Suppression** - select the noise suppression setting you prefer
- **High Fidelity Music Mode** - click to make this Teams audio feature available in your meetings
- **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

Secondary Ringer

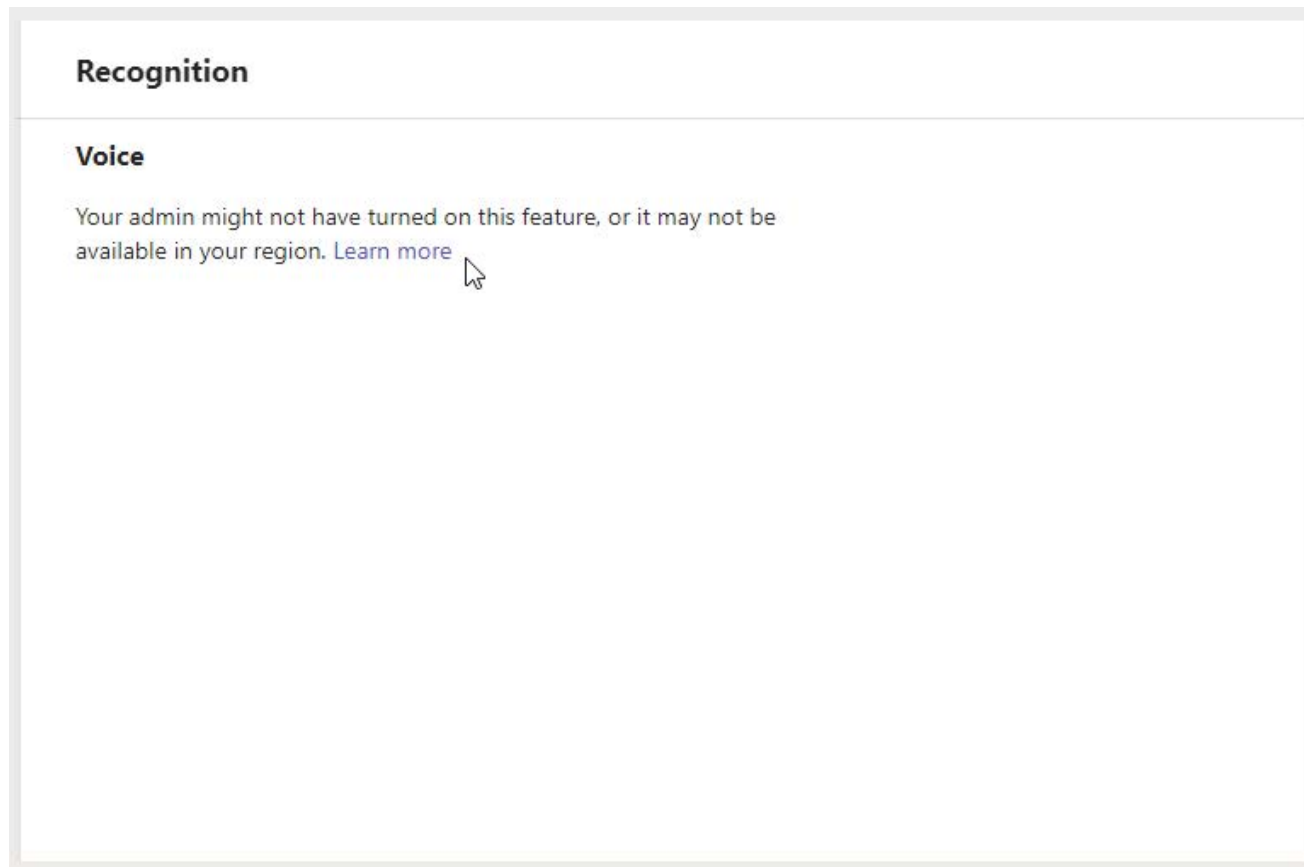Select an available option from the drop-down list which will _also_ ring when someone calls you.

Video Settings

- **Camera** - Select the connected camera you want Teams to use for calls and meetings, and see a preview of that camera's video feed.
- **Adjust Brightness** - Elect to auto-enhance low lighting as needed
- **Soft Focus** - Elect to apply smoothing to your on-camera appearance
- **Green Screen** - Elect to use green screen when applying a virtual background to enhance to effects.

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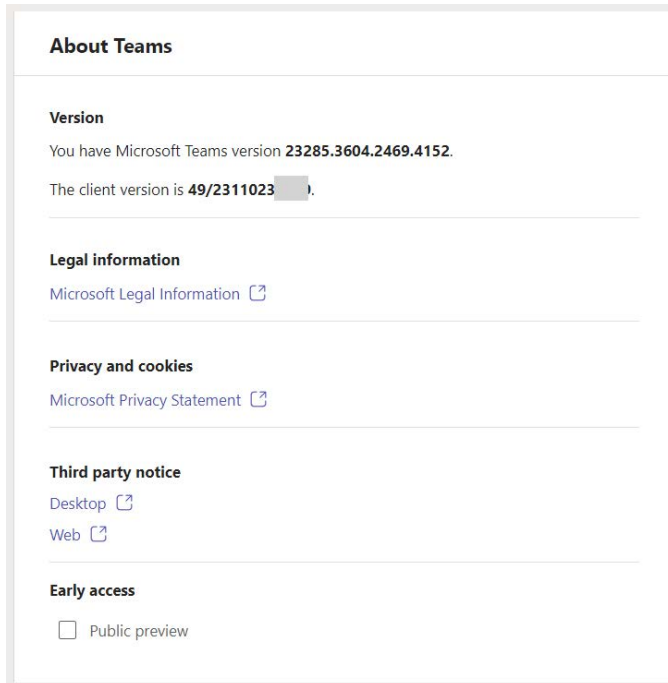
Note: Most Teams users will see the following at this time:

Recognition

Voice

Your admin might not have turned on this feature, or it may not be available in your region. Learn more

Click on the Learn More link to view more information.

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ⓘ About Teams

In this section of the settings, you may review the current information about your Teams instance.

About Teams

Version
You have Microsoft Teams version **23285.3604.2469.4152**.
The client version is **49/2311023**).

Legal information
Microsoft Legal Information ⧉

Privacy and cookies
Microsoft Privacy Statement ⧉

Third party notice
Desktop ⧉
Web ⧉

Early access
☐ Public preview

About Information

- **Version** - Your current MS Teams and Client version numbers display here.

- **Legal Information** - Click to open and review in a new browser window

- **Privacy and cookies**- Click to open and review in a new browser window

- **Third Party Notice** - Click on an option to review the information for Desktop and/or Web third-party notifications

- **Early access** - Elect to be included in the public preview of new Teams versions by clicking to place a check in the box

? Help

MS Teams provides extensive in-App Help & Training!

Click the **Help** option in the ●●● drop-down menu in the New Teams Toolbar (or via your Profile and the left menu in Classic) to quickly find helpful instructions <u>and</u> **comprehensive training** resources for all your Teams features 24 | 7 | 365.
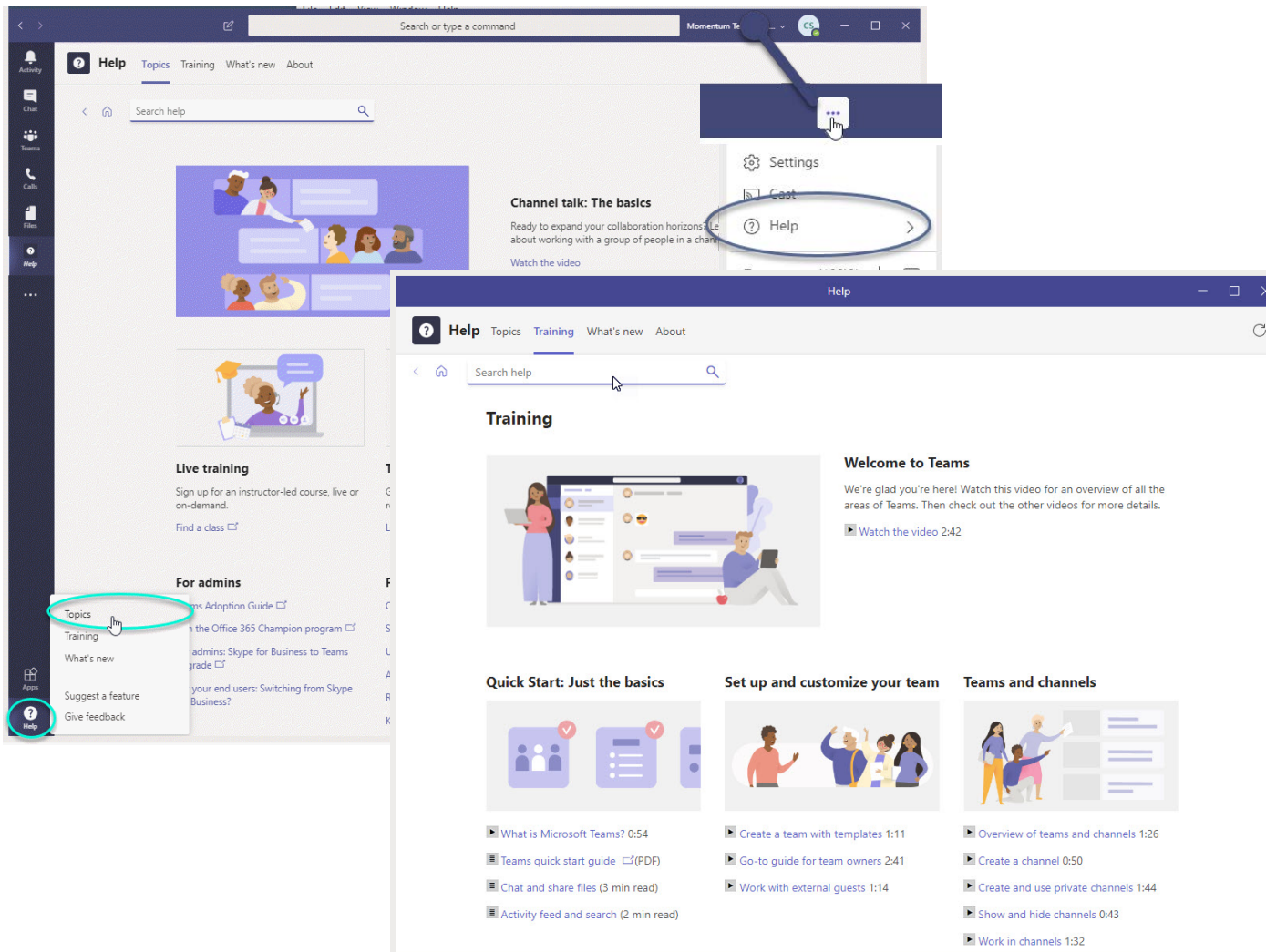
While in your MS Teams app's **Help** section view, click on the **Training** tab to access Microsoft's constantly updated training resources for Teams - including instructions, videos, and guides.

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