

Manitoba Microsoft Teams Notification Settings User Guide

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Microsoft Teams Notification Settings Clinical Secure Messaging - Mobile Device

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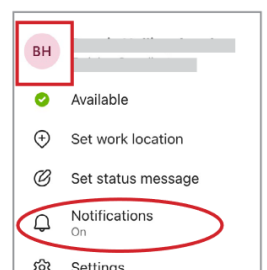
Notification settings

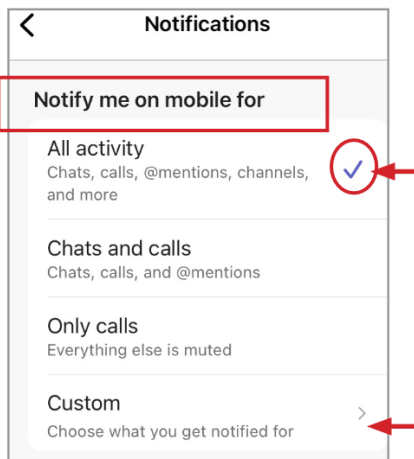
Personalize your settings to help manage and streamline your workspace. You can change these on the go when required, but we have pointed out the recommended settings for clinical secure messaging.

Start by tapping your profile circle in the top left of your screen and then tap **Notifications**.

 There is a separate Quick Reference Guide for on-call notification settings [On-Call Notification Settings](#) .

Notify me on mobile for





We recommend you Keep **All activity** selected so you'll get notifications for these:

Chat—when someone sends you a message in a one-on-one or group chat

Calls—when someone calls you via Teams

Mentions—when you or a channel you're a member of is @mentioned

Channel replies—when someone replies to your post in a channel, or to one that you've also replied to

You can further customize your settings if required; refer to the Quick Reference Guide **Microsoft Teams Notification Settings All Users – Mobile Device** on the website.

❗ Custom sound notifications cannot be added to Teams.

Set channel notifications

For clinical secure messaging, it is recommended you set your notifications at the channel level as shown below. Channel chats should never be used for Personal Health Information.

2. Tap the channel.

Tap to select your option.

All new messages - every time someone types something in this channel, you'll be notified, not just specific to you; such as posts, edits, likes, new messages, and replies

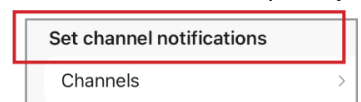
Replies to my messages - only replies to you

❗ This setting will depend on your workflow or how your team uses this channel; you may need to change to All new messages if you need to follow all the posts in this channel; for example, it may be an active project that you need to keep on top of. You can change this setting at any time as your needs change for the channel.

1. Tap Teams.

By default, channel notifications are **off**. You can adjust them at any time based on current relevance and priority.

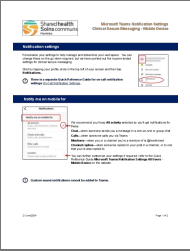
❗ You'll always get notifications to **your** replies whether a channel is on or off.



For instance, you may be a member of twenty Teams, but you only want notifications on your mobile device for channels within two of the Teams.

As an example, maybe you’re working on a project, or there is a channel that is used for posting urgent information that needs to be acted on. In these instances, you probably want to ensure you get the notifications on your phone.

Documents / Resources

	<p>Manitobe Microsoft Teams Notification Settings [pdf] User Guide</p> <p>Microsoft Teams Notification Settings, Microsoft Teams Notification Settings, Teams Notification Settings, Notification Settings, Settings</p>
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References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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