

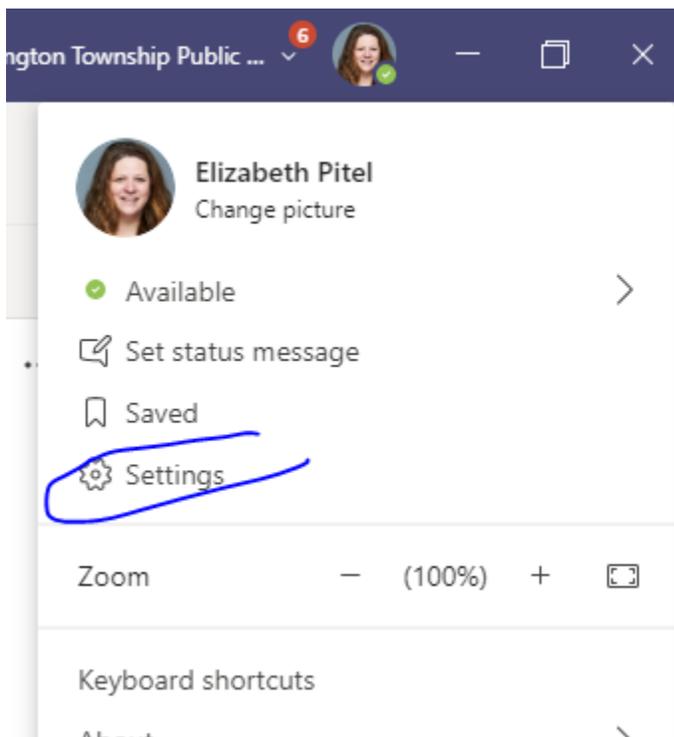
## Teams- How to change settings to avoid getting alerts and notifications.

Teachers and Students may change these settings.

These directions will show you how to fully shut down the program so that it doesn't just run in the background when you close it, and how to avoid getting banner notifications.

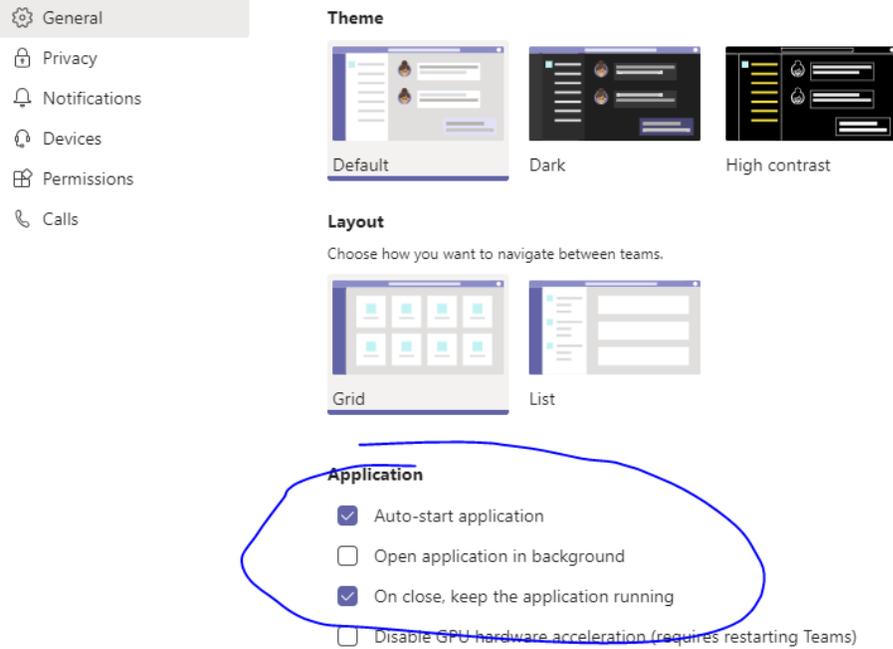
### Shutting down the program so it does not run in the background

- 1) Click on your avatar at the top right, then click on "Settings"



- 2) Go to "General" and uncheck these two "Auto-start" and "On Close keep application running"

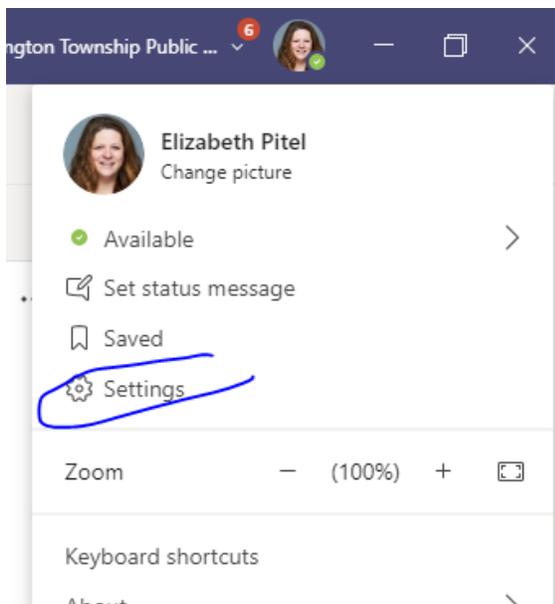
## Settings



### **Turn off notifications for the chat**

Missed activity emails make sure you keep on since you turn off notifications.

- 1) Click on your avatar at the top right, then click on "Settings"



- 2) Click on "Notifications" and under "Chat Messages" click on off.

- 3) Scroll down to “Missed Activity” emails to change your settings to make sure you get digest emails of what was happening.
- 4) You also may want to turn off “Notifications sounds”

## Settings



General

Privacy

Notifications

Devices

Permissions

Calls

### Mentions

Personal mentions

Banner and email



Channel mentions

Banner and email



Team mentions

Banner and email



### Messages

Chat messages

Banner and email



Replies to conversations I started

Banner and email

Replies to conversations I replied to

Banner

Off

Likes and reactions

Followed channels

Banner and email



Trending

Only show in feed



### Other

Team membership changes

Banner



Team role changes

Banner



Notification sounds

Call, mention and chat



Missed activity emails

Once every hour



### Highlights for you