

#### iPhone settings (see page 3 for Android settings)

() Silent mode must be turned OFF in order for this to work.

### 1. Turn silent mode on or off

When Silent mode is **ON**, iPhone doesn't ring or play alerts or other sound effects (but iPhone may still vibrate).

When Silent mode is **OFF**, iPhone plays all sounds.

<u>On iPhone 15 Pro and iPhone 15 Pro Max:</u> Go to Settings > Sounds & Haptics, then turn Silent mode on or off. (You can also configure the Action button to turn Silent mode on or off, in addition to other functions.)

<u>On other models:</u> Flip the Ring/Silent switch toward the back of your iPhone to turn Silent mode on. Flip it toward the front to turn Silent mode off.

You can also open Control Center, then tap the Silent Mode button to turn on Silent mode. Tap the Silent Mode button to turn it off.

**Important:** Clock alarms, audio apps such as Music, and many games play sounds through the built-in speaker, even when Silent mode is on. In some countries or regions, the sound effects for Camera, Voice Memos, and Emergency Alerts are played, even when the Ring/Silent switch is set to silent.

### 2. Block notifications

In the Teams app tap your profile circle and then Notifications>Block Notifications

#### Turn off When Active on other devices.

× Notifications		
Block notifications		
During quiet hours Off		>
When active on other devices	0	
When in meetings When attending from this device	0	
In-app notifications These appear while the app is open	0	
Set alerts		
Sound and vibration		>
Troubleshoot notifications		

## 3. Set alerts

#### Set alerts>Sound and vibration

Set your preferred sound and turn the volume UP on your phone.

<	Sound and vibration			
	Vibration (in-app only)			
	Alert tones			
	None			
	Tri-tone (Default)	~		
	Aurora			
	Bamboo			
	Circles			
	Complete			
	Hello			



## 4. OPTIONAL STEP: Set up focus mode (will allow ONLY Teams and phone calls)

#### On your iPhone: Settings>Focus

Click + and tap Custom.



Give it a name (you can also select a colour and icon if you choose), tap **Next** and then **Customize Focus.** 

Tap **Choose Apps**, then **Allow Notifications From** and tap Phone and Teams. Tap **Done**.



- Using this setting will only allow notifications from the apps you have selected, in this case Phone and Teams only. This Focus mode is Optional and as an example could be used when you only want notifications from Teams or a paging team (via phone).
  - All other available options in the Focus mode are completely optional and at the discretion of the user creating the optional Focus mode.

## 5. To activate Focus mode

Swipe down from the top left of the home screen tap on Focus and select the new Focus Mode (ex: On Call).

### 6. To disable Focus mode

Follow the steps above and select On Call again to shut it off.



# Android settings

Silent mode must be turned OFF in order for this to work.

# 1. Block notifications

In the Teams app tap your profile circle and then Notifications>Block Notifications

Turn off When Active on other devices.

Block notifications		
During quiet hours All day on weekends. 3:00 PM-6:30 AM on others	>	
When active on other devices		
When in meetings When attending from this device	$\bigcirc$	
In-app notifications These appear while the app is open	$\bigcirc$	

# 2. App notifications

Swipe down from the top of the home screen and select the **gear** icon (settings), select **Apps** and then **Teams**.

Ensure Notifications>Allow notifications is on (should

be	on	by	defa	ult)	).
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1:57 🔌 জিলা 85% 🛍	
< App notifications	
i Teams	
Allow notifications	
Alerts	
Allow sound and vibration	
Silent	
Notification types	
12:45 Lock screen Allowed	
Lock screen notifications Show content	

# 3. Sounds and vibration

1:58 🖭 জি 📶 85% 💼

Swipe down from the top of the screen and press and hold the speaker icon until you get the settings menu for sounds.

Ensure **Sound** is selected and set your volume loud.

< Sounds and vibration	
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Sound Vibrate Mute   Image: Constraint of the state of th	< Notification sound
brate while ringing	Notification sound volume
igtone ic Bell	
otification sound aos	Ochaos
stem sound	
olume	

## 4. Do not disturb

Swipe down from the top of the screen and select the **gear** icon (settings) then select **Notifications>Do Not Disturb** and then **Calls** and messages.

< Do not disturb	
Do not disturb mutes all calls, n alerts except for those you cho	otifications, and other ose to allow.
Do not disturb	0
For how long? Until I turn it off	
Schedule	
Sleeping Every day 10:00 p.m. ~ 7:00 a.m. next day	0
+ Add schedule	
Allowed during Do not disturb	
Calls and messages Some allowed	
App notifications	



## 5. Calls and messages

Verify **All Calls** is turned on as well as **Repeat callers**.



# 6. App notifications

Tap to get back to the Do not disturb screen and tap **App notifications**. Add **Teams** as an allowed App (the phone app can also be added if you choose).

Denote Patrole and the United		
alerts except for those you choose	se to allow.	
Do not disturb		1:59
Denot distant		
For how long?		
		Allow
Schedule		+
Sleeping Every day		Add a
10:00 p.m. ~ 7:00 a.m. next day		
+ Add schedule		
Allowed during Do not disturb		
Calls and messages		
Some allowed		
App notifications		
Teams		

1:59 🖻	🔌 🕾 📶 85% i
< App notifications	
Allow during Do not disturb	
+	
Add apps Teams	

When Do Not Disturb (DND) is enabled <u>with these settings</u> phone calls and Teams messages will override DND mode.