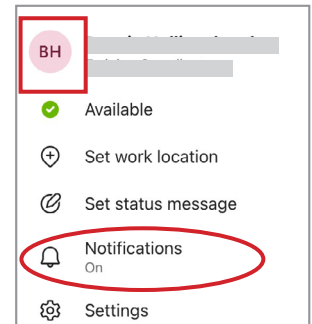


Notification settings

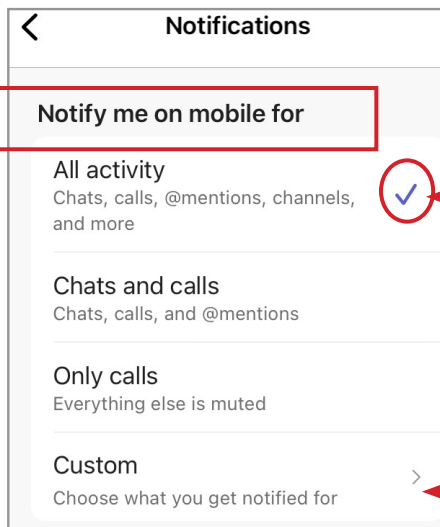
Personalize your settings to help manage and streamline your workspace. You can change these on the go when required, but we have pointed out the recommended settings for clinical secure messaging.

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** [Notification Settings - On Call - Override Do Not Disturb](#) .



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

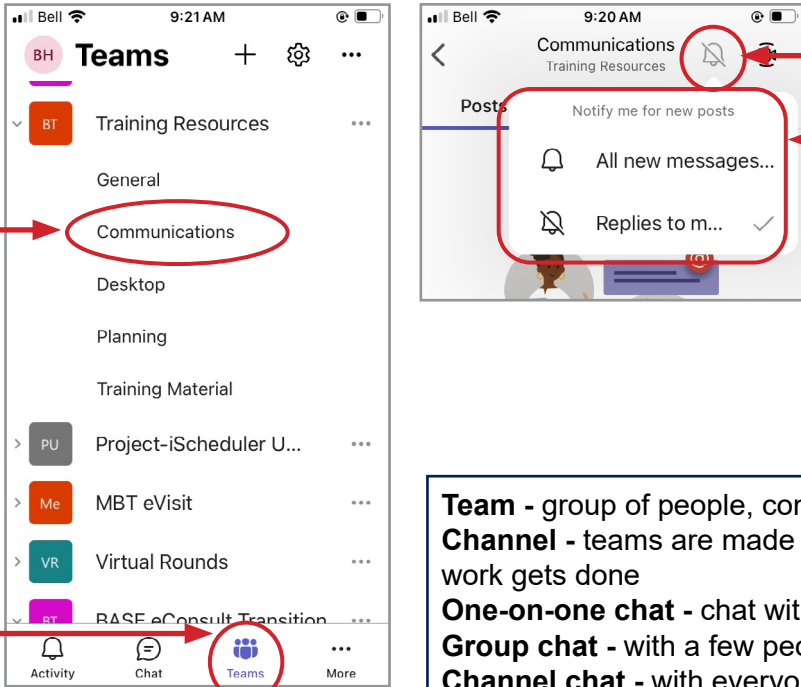
 You can further customize your settings if required.

 **Custom sound notifications cannot be added to Teams.**

Recommended channel notifications for clinical secure messaging

! For clinical secure messaging, it is recommended you set your notifications at the channel level as shown below.

This will limit the notifications you receive to one-on-one chats and group chats which are associated with clinical secure messaging since they can contain PHI.



1. Tap Teams. (Note: these teams and channel names are for illustration purposes only.)

2. Tap the channel.

3. Tap to change.

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

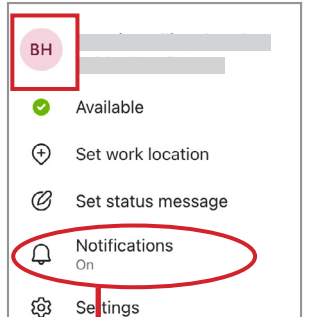
Team - group of people, conversations, files and tools
Channel - teams are made up of channels, this is where the work gets done
One-on-one chat - chat with one other person
Group chat - with a few people at once, but outside a channel
Channel chat - with everyone on the team who follows the channel (never use for PHI)

Changing channel notifications

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

By default, channel notifications are **off**. You can adjust them at any time based on current relevance, priority and workflow. 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
- maybe there is a channel that is used for posting urgent information that needs to be acted on, or you're working on a project. In these instances, you probably want to ensure you get the notifications on your phone



Available

Set work location

Set status message

Notifications
On

Settings

Set channel notifications

Channels