

How to Change Settings in Microsoft Teams

Step 1: Open Microsoft Teams and click on your profile icon.



Step 2: Select "Settings" from the drop-down.

< >	Ľ	Search or type a command	
Activity	() }	Emily (IT Chat 3 more ~ -	Mark (IT Change picture
Chat Teams Assignments		December 11, 201 Emily (IT Communications) 12/11/19 10:09 AM the tips for success graphics are in tropbox we also a communication sow	 In a meeting > ☆ Set status message ↓ Saved ☆ Settings
		also which banner needed to be edited?	Zoom — (100%) + 🗔
	# }	Emily (IT Communications) 12/11/19 10:39 AN the play video icon is also in dropbox in the tip	Keyboard shortcuts
		I can always change the icon color if you don't	About >





Step 3:	Change your "	Theme" and	"Layout"	under the	General	settings.
	5,5					5

Settings			×
හි General	Theme		
🕆 Prīvacy			
A Notifications	•		
Devices			
🕆 Permissions	Default	Dark	High contrast
🗞 Calls	Layout		
	Choose how you want to navigate between teams.		
	Grid	List	
	Application		

Step 4: Change your "Application" settings for how you want it to open and close under General.





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Step 5: Change how you want to be notified under **Notifications**.

Settings			×
ঠ্য General	Mentions		
🕁 Privacy	Personal mentions	Banner and email	\sim
A Notifications	Channel mentions	Banner and email	\sim
O Devices	Team mentions	Banner and email	\sim
 Permissions Calls 	Messages		
	Chat messages	Banner and email	\sim
	Replies to conversations I started	Banner	\sim
	Replies to conversations I replied to	Banner	\sim
	Likes and reactions	Banner	\sim
	Followed channels	Banner and email	\sim
	Trending	Only show in feed	~

Step 6: Change what **Devices** you will use for Audio and Video calls.

Settings		×
 중 General Privacy Notifications 	Audio devices PC Mic and Speakers Speaker	
O Devices	Speakers / Headphones (Realtek Audio)	\sim
 Permissions S Calls 	Microphone Microphone Array (Realtek Audio) Make a test call	
	Secondary ringer None	\sim



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