

## 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	<b>#</b> }	<b>Emily (IT</b> Chat 3 more ~ -	Mark (IT Change picture
Chat Teams	<b>#</b> }	December 11, 201 Emily (IT Communications) 12/11/19 10:09 AN the tips for success graphics are by tropbox w also a	<ul> <li>In a meeting</li> <li>&gt;</li> <li>Set status message</li> <li>Saved</li> <li>Settings</li> </ul>
Assignments •••		also which banner needed to be edited?	Zoom — (100%) + 🗔
	<b>#</b> }	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" a	and "Layout"	under the	General	settings.
	5,		<b>,</b>			<u> </u>

Settings			×
හි General	Theme		
🕆 Prīvacy			
A Notifications	•		
O 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			×	
ණූ General	Mentions			
Privacy	Personal mentions	Banner and email	$\sim$	
① Notifications	Channel mentions	Banner and email	$\sim$	
ြ Devices	Team mentions	Banner and email	$\sim$	
<ul> <li>Permissions</li> <li>Calls</li> </ul>	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	$\sim$	

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

Settings		×
భ్రత General	Audio devices	
🔒 Privacy	PC Mic and Speakers	$\sim$
Q Notifications	Speaker	
ြ Devices	Speakers / Headphones (Realtek Audio)	$\sim$
Permissions	Microphone	
	Microphone Array (Realtek Audio)	$\sim$
	Make a test call	
	Secondary ringer	
	None	~



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