Change Notification Settings

1. When logged into Teams, click on the profile icon in the top-right corner and select "Manage Account".

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Welcome to the team! Here are some things to get going	brian.murray80 (Guest) brian.murray80@gmail.com Arailable - Set status message Personal Domestic and Foreign Missionary Soc (Guest) Saved B Manage account 2 Teams for personal use Sign out
reate more channels Open the FAQ	
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- Click on "Notifications" in the left side-bar. We recommend setting your notifications as follows

 <u>Missed activity emails</u>: Once every hour
 - i. This means that if you are not logged into Teams and active, the system will send you a notification of missed activity after an hour. That will act as a reminder to log in and check for missed activity.
 - b. Teams and Channels: All activity
 - i. This will ensure that you receive notifications for all activities, not just messages that you were tagged in or threads you have been active in.

