Change Notification Settings

1. When logged into Teams, click on the profile icon in the top-right corner and select "Manage Account".
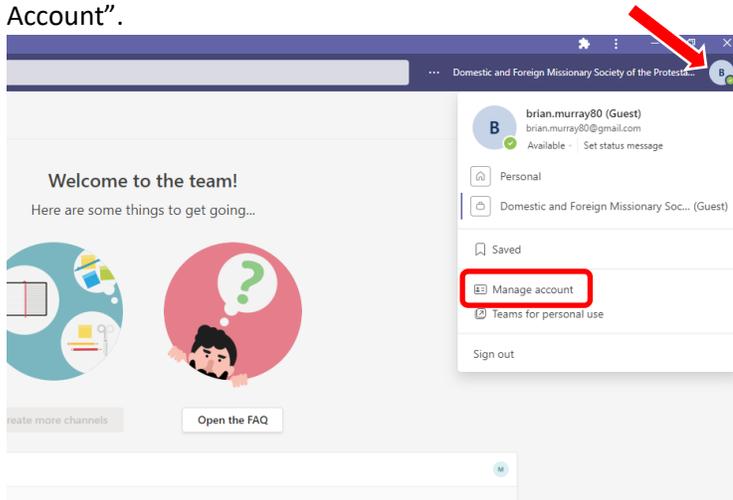
2. Click on "Notifications" in the left side-bar. We recommend setting your notifications as follows
   a. **Missed activity emails: Once every hour**
      i. This means that if you are not logged into Teams and active, the system will send you a notification of missed activity after an hour. That will 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.