## Instructions on how to manage TEAM Notifications on cellphone app

Open TEAMS app and sign in with student credentials

1. Click on Menu app (3 bars top left)

2. Click on Notifications

3. You can decide if you want receive notifications when TEAMS is inactive on desktop/web or if you Always want to receive them

4. Notify me for : You can Check on/off different events happening on TEAMS





| < .                                       | Notifications                      |
|---|------------------------------------|
|   |                                    |
| 요. Quiet hours                            | Off                                |
| Receive notifications                     |                                    |
| Only when inactive                        | e on desktop/web                   |
| Always                                    |                                    |
| You are considered inact<br>of inactivity | ive on desktop/web after 5 minutes |
| Notify me for                             |                                    |
| Mentions                                  |                                    |
| Replies                                   |                                    |
| Followed channel po                       | osts                               |
| Apps                                      |                                    |
| Likes and reactions                       | 0                                  |
| Team update alerts                        | Ō                                  |
| Trending                                  | Ō                                  |
| Shifts                                    | •                                  |
| Suggested                                 | 0                                  |
| Milastia neur                             |                                    |