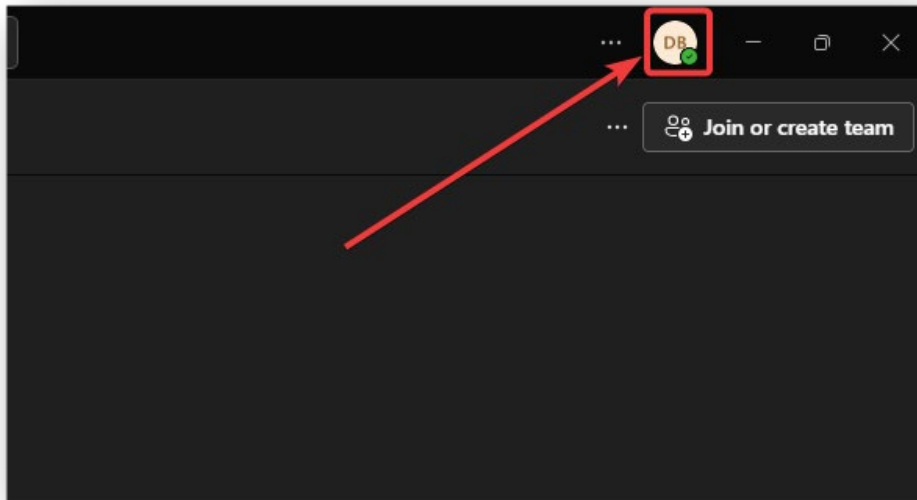


Turn off chat pop-ups in MS Teams

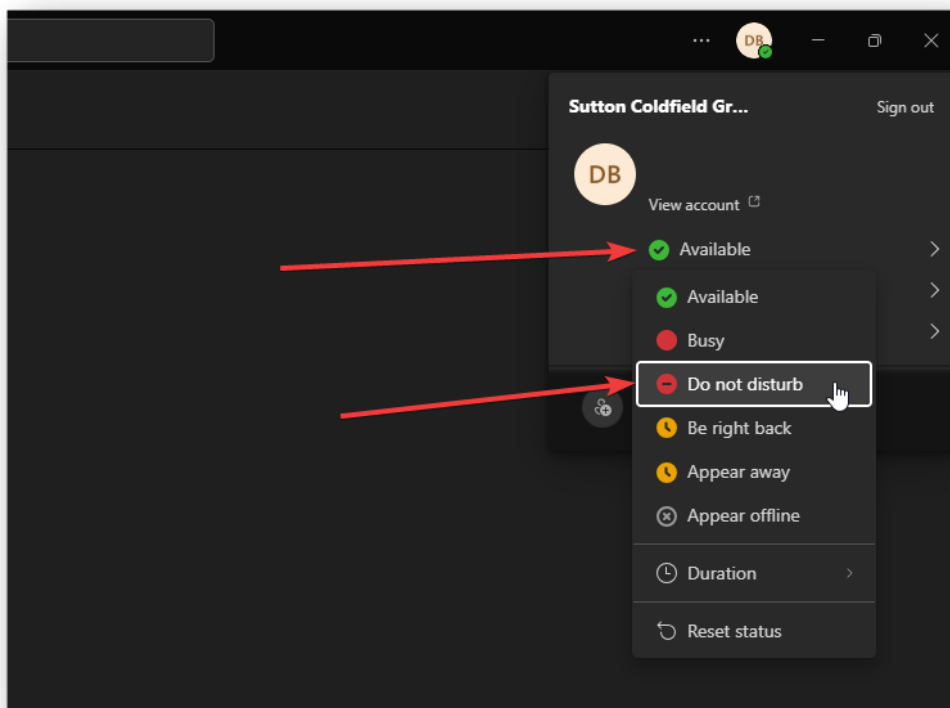
By default, Microsoft Teams will display a popup on screen when you get a chat message or other notifications. You have a few options to disable this by changing your status or notification settings.

Set status to do not disturb

1. Open Teams and click on your account icon

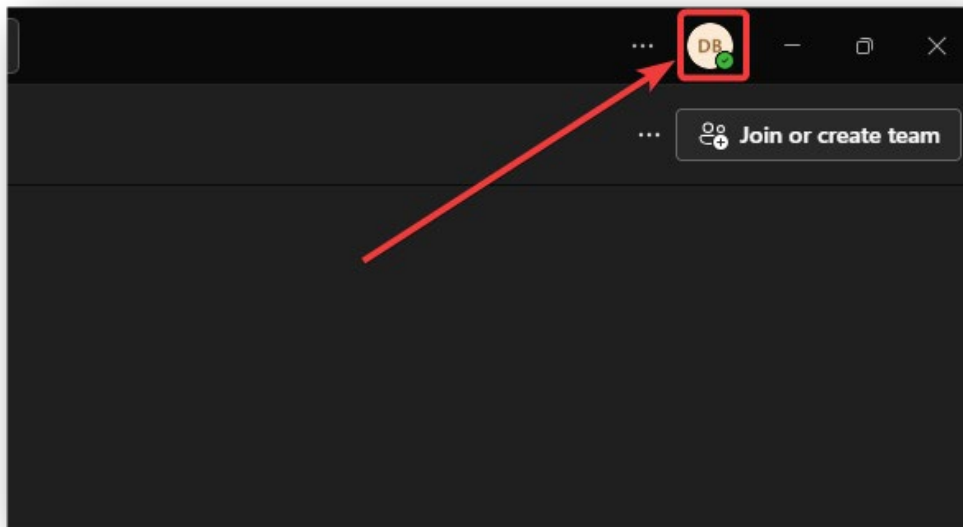


2. Click on your status and set it to **Do not disturb**

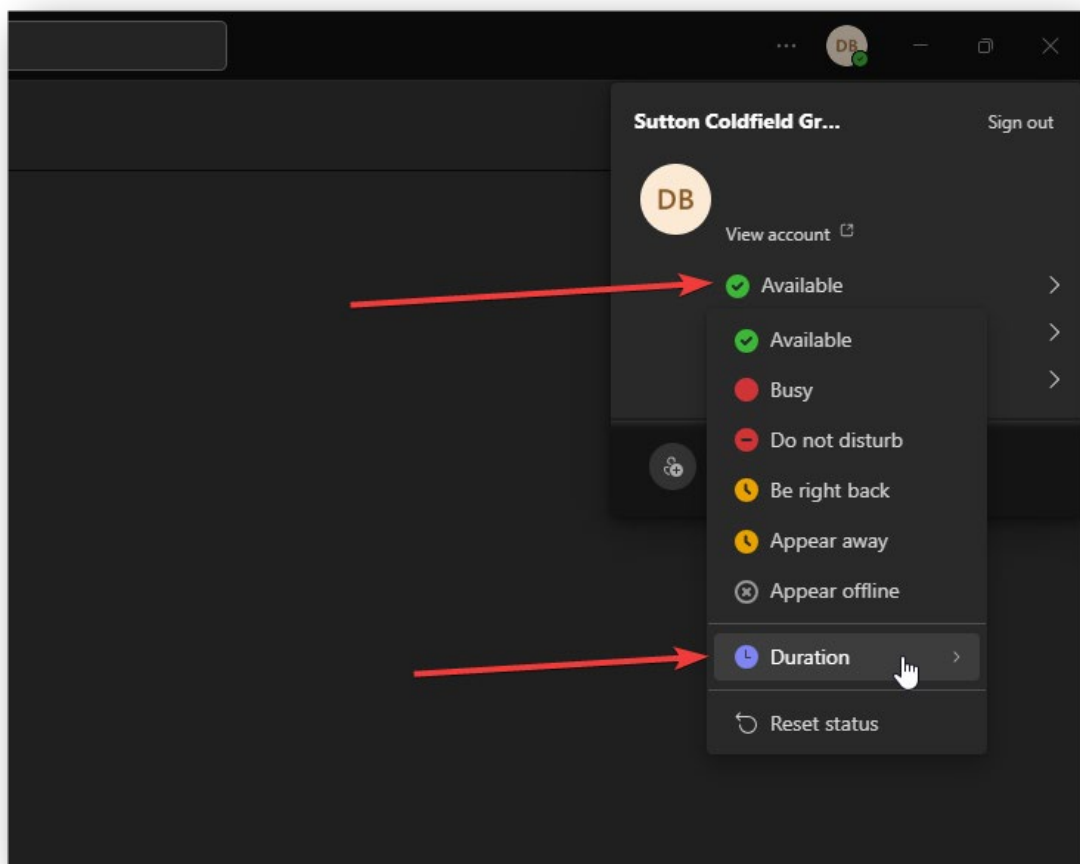


Set status for a specific duration

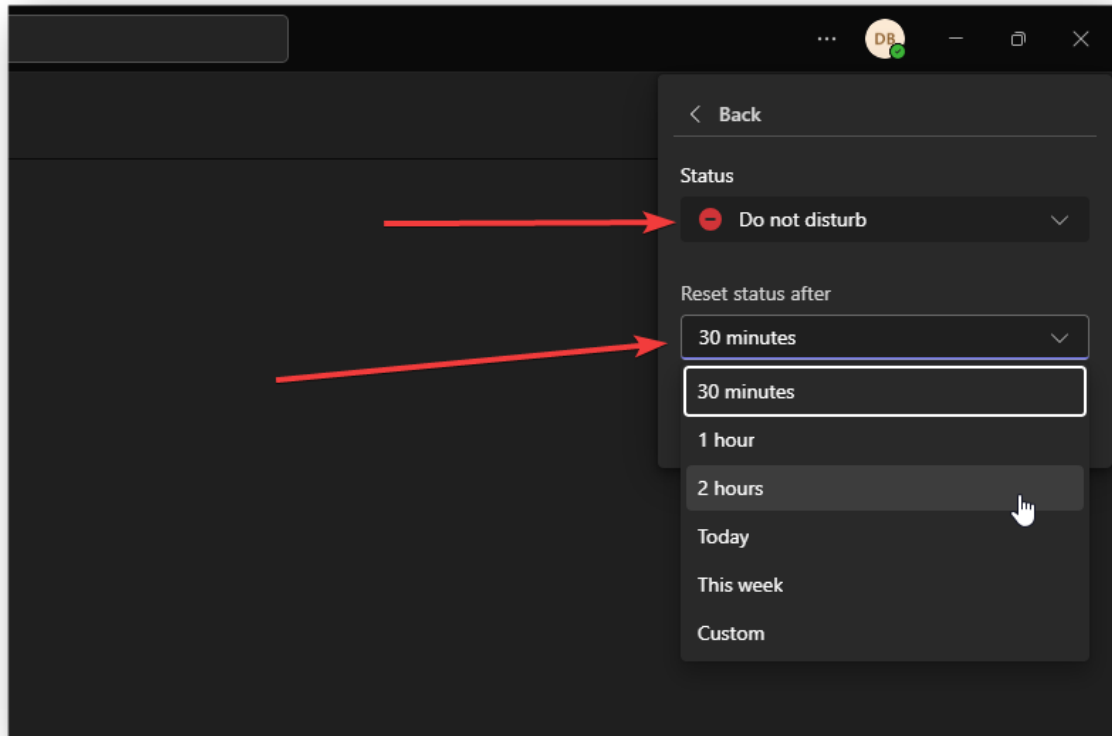
1. Open Teams and click on your account icon



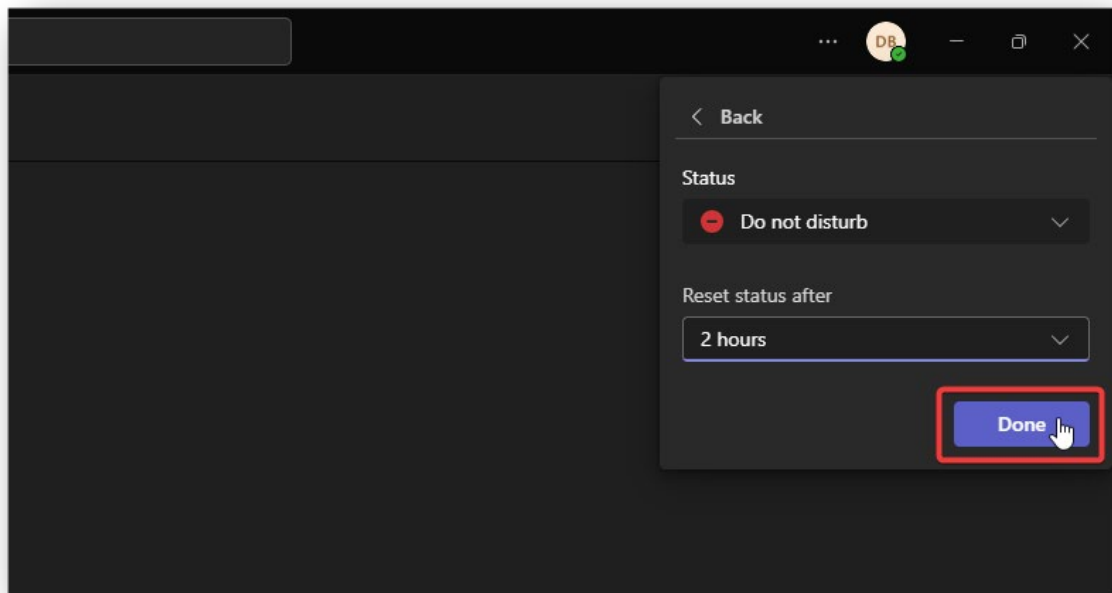
2. Click on your status, then click on **Duration**



3. Set the **Status** to **Do not Disturb** and choose the length of time before it resets

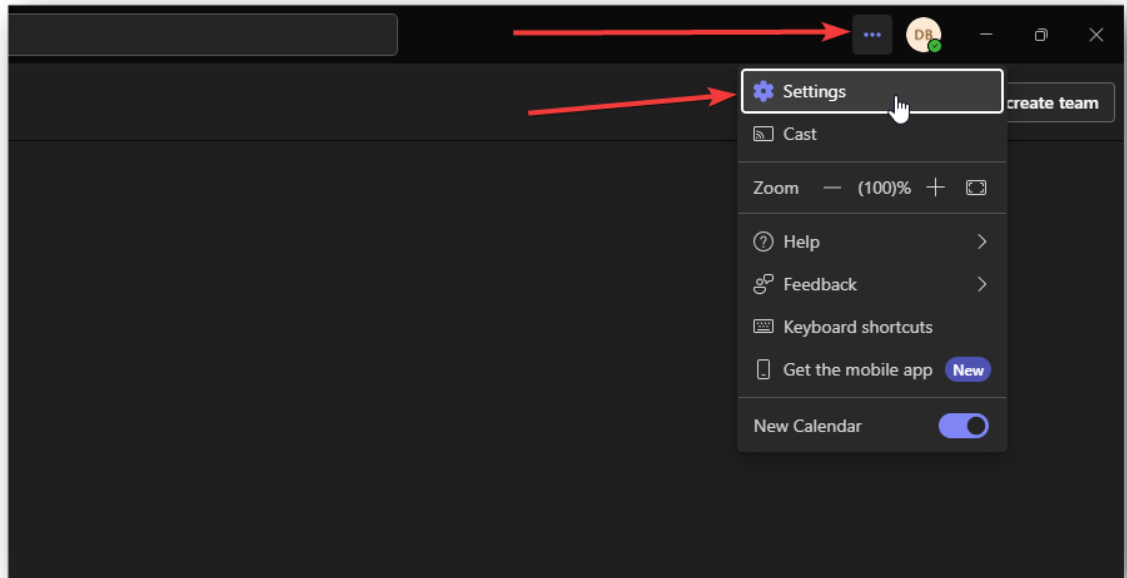


4. Click **Done**

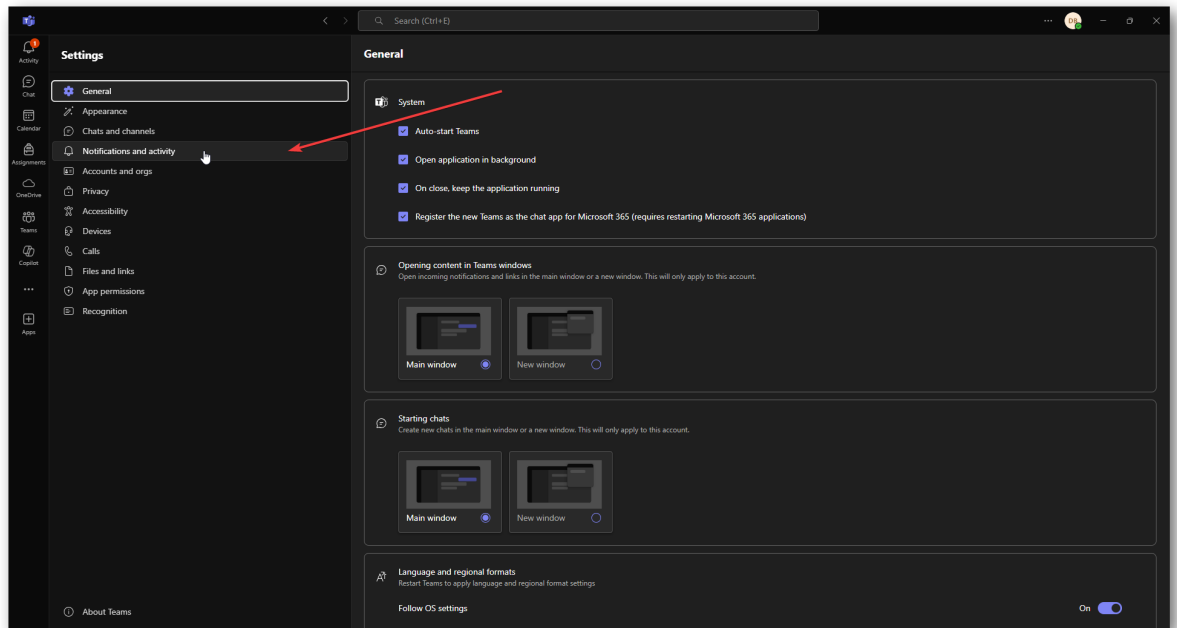


Change notification settings

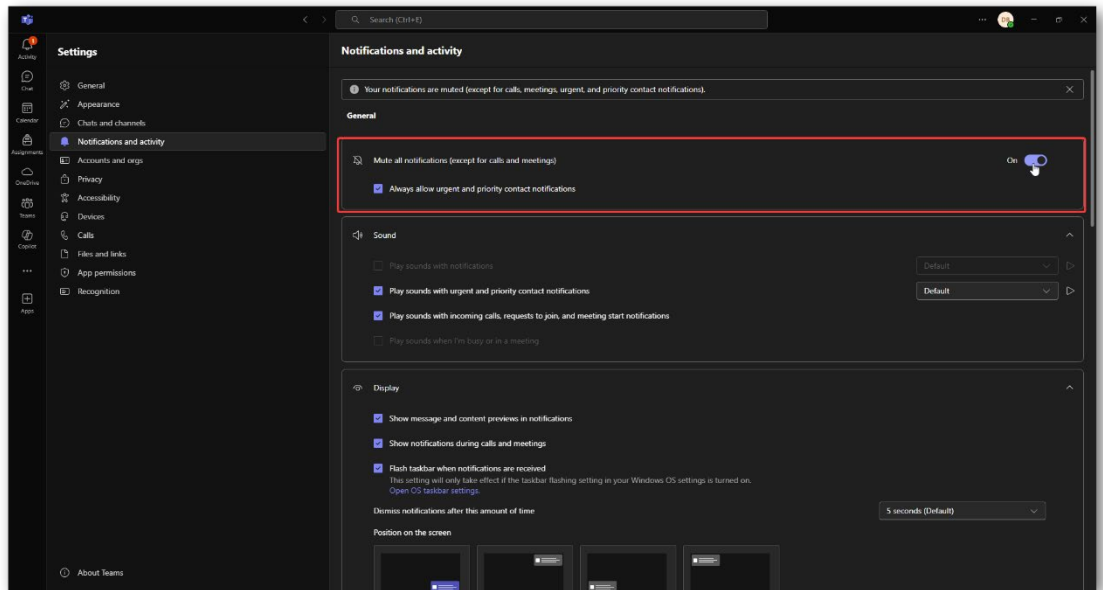
1. Open Teams, click on the 3 dots and click on **Settings**



2. In the settings, select **Notifications and activity**



- a. Here you can toggle to **Mute all notifications (except for calls and meetings)**



- b. **OR** scroll down to customise which notifications you receive based on activity

