Microsoft Teams

The Best Channel Notifications for You

*Teams Channels **do not** automatically notify members with a pop-up (banner) when something new has been added to a Channel*

- You will need to set Channel Notifications that work best for you

- The Team and Channel Owner cannot set notifications for anyone but themselves
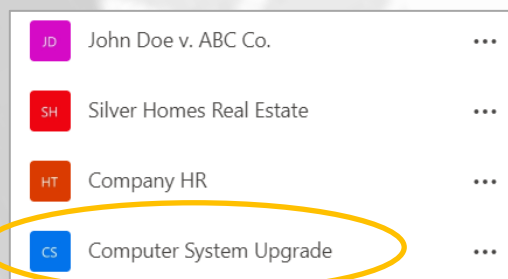
- Remember that checking the **Activity** feed for a list of all new communication is one way to stay on top of new information without turning on a lot of notifications

Move a Team and all the Channels to the Top Teams
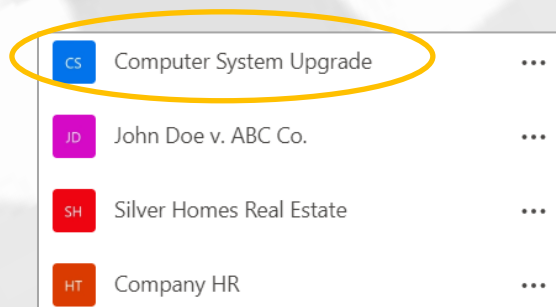
- You can drag an entire Team to move it higher or lower in your list. They will appear in the order they were created but you can arrange your Teams in any order you wish

  1. Simply point the mouse at the Team name and drag the Team to the location where you want it to appear

  2. The Team will now appear where you dragged and dropped in your list

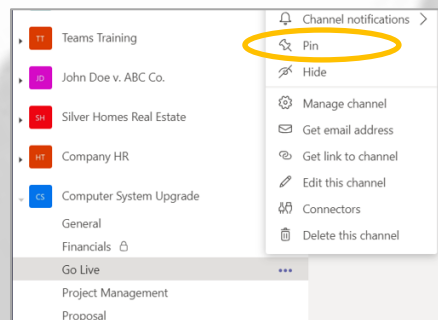*Your Technology Is Our Business, Since 1974.*

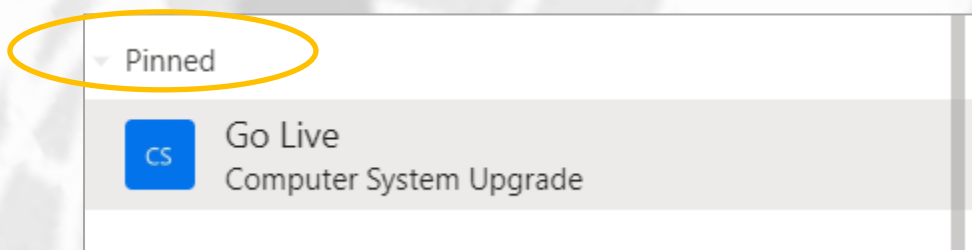### Pin a Channel to the Top of your Teams List

When a Channel is very important or active, you may want to Pin the Channel(s) so that it appears at the top of your Teams list

1.   Click the ellipses button next to the Channel you wish to Pin

2.   Select **Pin**

Note: You can pin multiple Channels from different Teams

3.   Your Channel will now appear at the top of your Teams list

Next Tip: More on Channel Notification Settings

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