



Microsoft Teams

# Turning on Channel Notifications



To make sure you do not miss any updates in your class teams, you should enable channel notifications. This means that you will get a notification whenever there is a new post in the class teams that you are part of. This must be done within each individual team and channel.

To enable notifications, click into a class team and then click on the ellipsis (three dots) at the top right-hand side of the team. You should click on 'Channel notifications' and then select 'Customised'.

Change the notifications for 'All new posts' to 'Banner and feed'. You can also tick the box next to 'Include all replies' to receive notifications each time someone replies to a post. Click 'Save' to save these changes.

