Microsoft Teams Settings

Transcript

To view your settings in Microsoft Teams on your desktop, click the ellipses in the upper right-hand corner. A pop up will appear, click "Settings".

Your different setting categories will appear on the left-hand side.

Under General you can check to auto-start Teams, if you want to open content in the `Teams Window or a new window, if you want to create new chats in the main window or a new window, schedule your out of office and enable spellcheck.

Accounts and Org will list your different accounts. If you only have your NAU account, you will only see one listed.

Privacy allows you to manage priority access when you have your status set to Do Not Disturb, to allow specific people to still be able to contact you. You can also block certain calls or people, turn on read receipts so people can see that you have read their chat message, participate in Surveys from Teams, turn off your camera when your screen locks, allow people to identify you in attendance reports for meetings, turn on optional connected experiences, and turn on the keyboard shortcut to unmute.

Under Notifications and Activity, you can turn off all notifications or check which ones you want, you can choose to be emailed when you miss activity within Microsoft Teams, edit your notifications for Chats and Channels, Meetings, Calendar, and Apps.

Appearance and Accessibility, allows you to change your Theme, Chat Density, and layout. Turn on sign language view, turn off animations, change your language and turn on TTY mode.

Files and links lets you select your file open preference.

Skipping down to Calls, is where you can select your settings for call forwarding, choosing a ringtone, record a custom greeting for your voicemail or choose a language for your default greeting, set up a text-to-speech customized greeting, manage your out-of-office voicemail, manage a call group and delegates and verify your emergency calling location.

Under Captions and Transcripts you can turn on to automatically be identified in meeting captions and transcripts, turn on to have profane words filtered in meeting captions, and turn on to always show live captions in meetings.

Devices is where you will select your speaker and microphone devices. Turn on to automatically adjust mic sensitivity, sync device buttons, and make a test call to test your selected devices. You can choose your noise suppression level, select a secondary ringer, and select your camera for video calls. Make a test call to ensure your devices are working as intended.

We skipped over App Permissions and Recognition as these categories are restricted to Microsoft Teams admins.

There are a lot of settings options within Microsoft Teams. Take your time setting everything up as you customize your Microsoft Teams Experience.

If you need further assistance, please view our other Microsoft Teams training videos or contact the Service Desk at 928-523-3335.