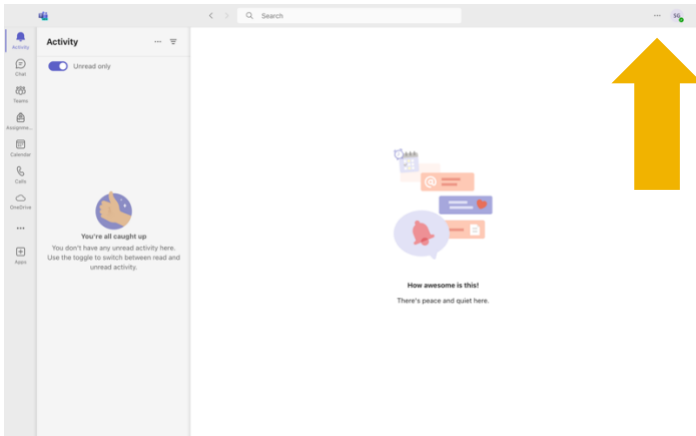
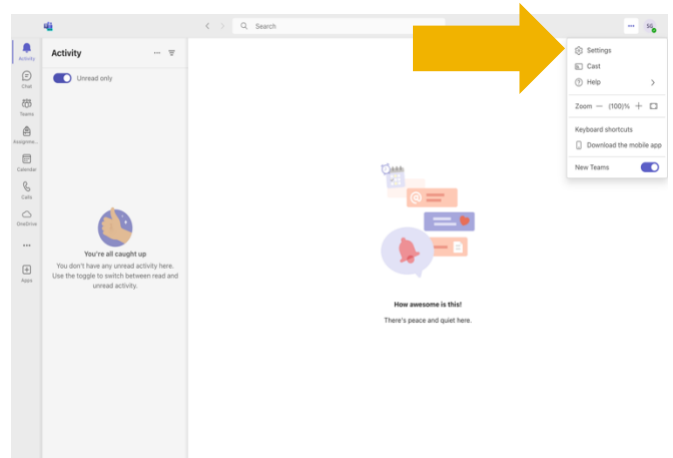


# NEW SETTINGS MICROSOFT TEAMS

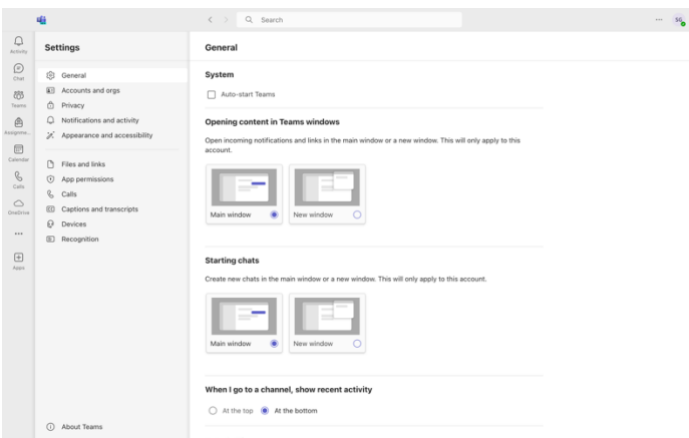
On a desktop



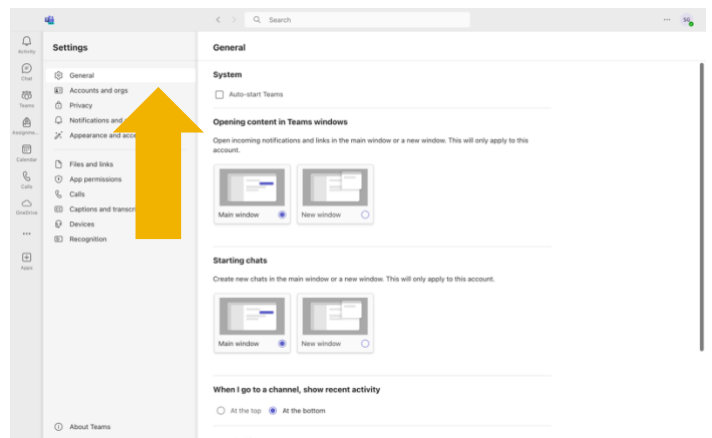
To view your settings in Microsoft Teams on your desktop click the... in the upper right-hand corner.



A pop up will appear click "Settings."

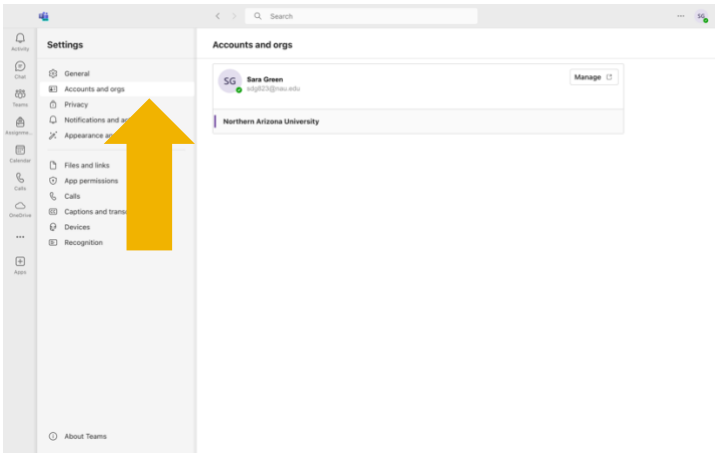


Your different setting categories will appear on the left-hand side.

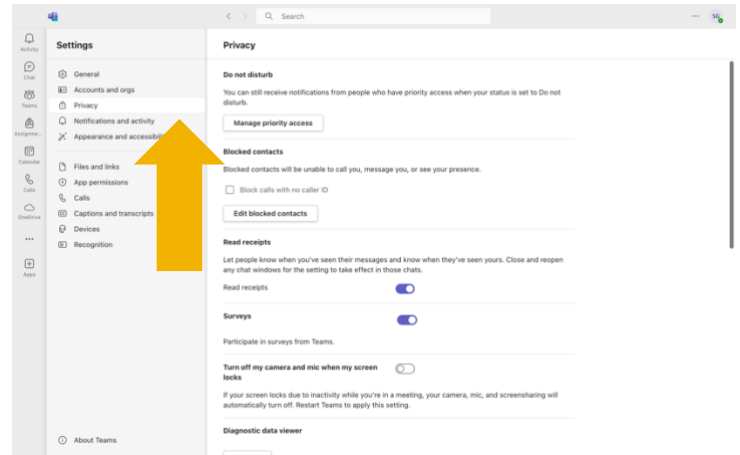


General settings contain various customization settings you can enable.

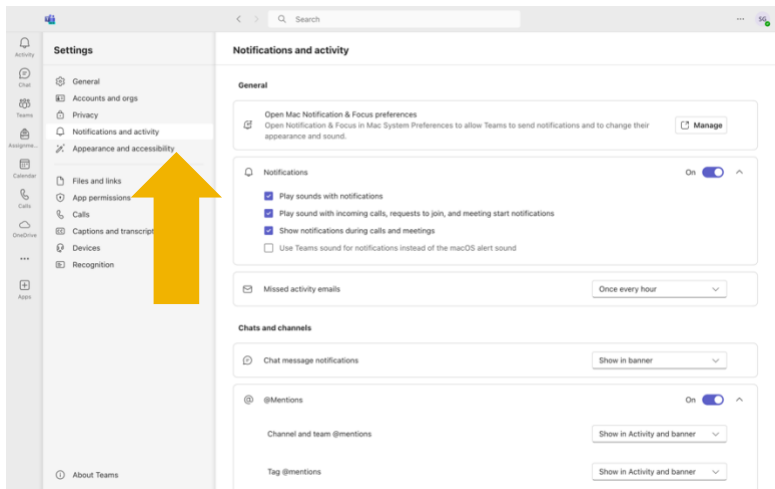
Have questions? Call the Service Desk  
928.523.3335 or open a Service Now ticket



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

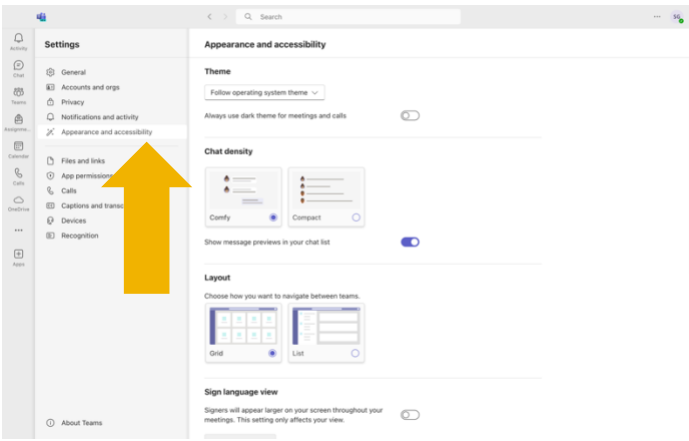


Privacy allows you to manage various features and settings.

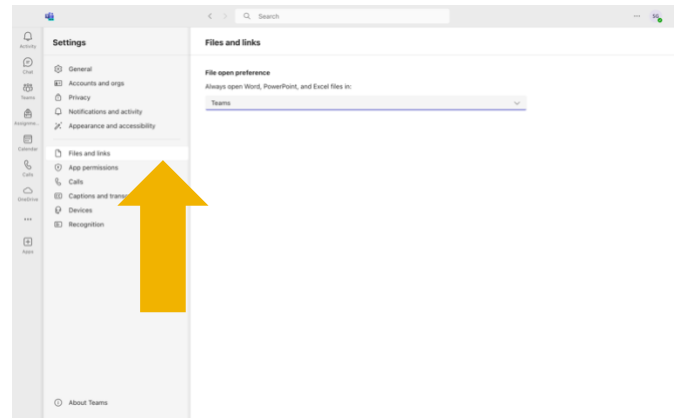


You can change notification settings under Notification and activity.

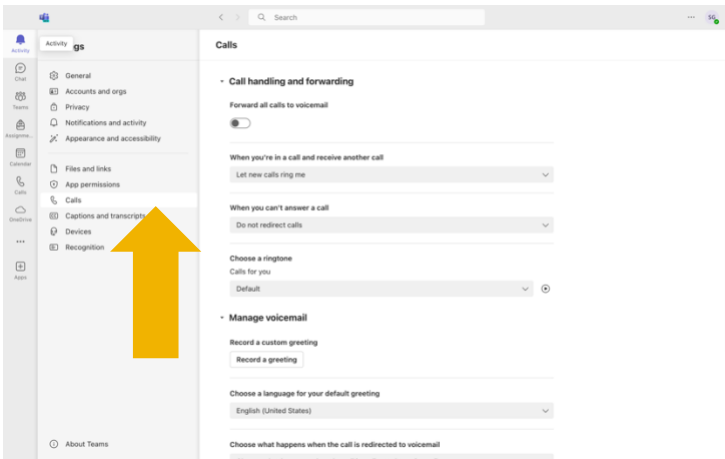
Have questions? Call the Service Desk  
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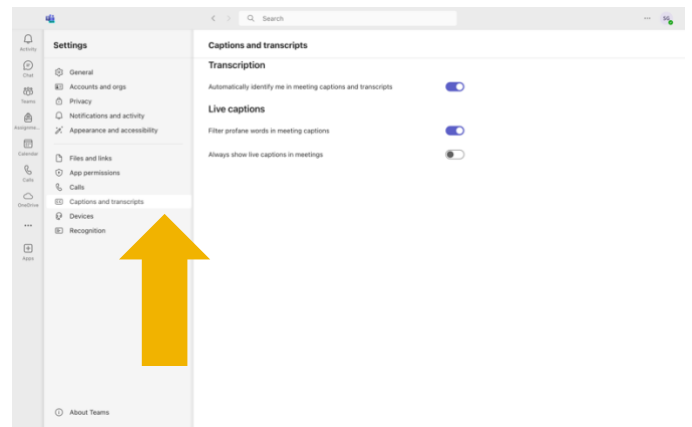
Appearance and Accessibility, allows you to change your theme, chat density, and layout. Turn on sign language view, turn off animations, change your language and turn on TTY mode.



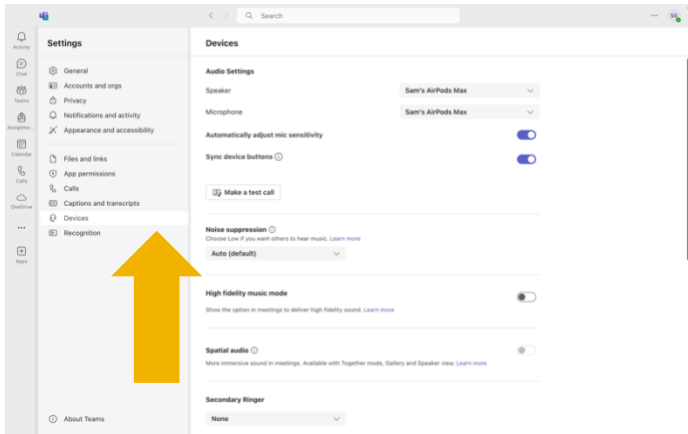
Files and links lets you select your file open preference.



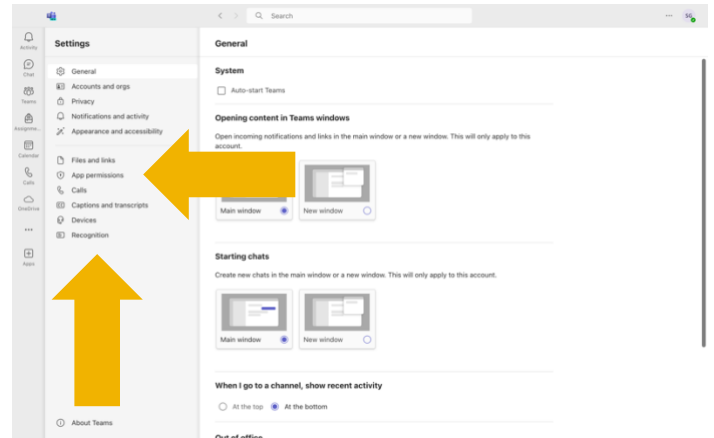
Skipping down to calls, is where you can select your settings for your call forwarding, choosing a ring tone, record a custom greeting for your voicemail or call choose a language for your default greeting, set up a text-2-speech customize greeting, manage your out-of-office voicemail, manage a call 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 meaning captions, and turn on to always show live captions and 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 setting options within Microsoft Teams. Take your time setting up everything as you customize your Microsoft Teams experience.

**Have questions? Call the Service Desk  
928.523.3335 or open a Service Now ticket**