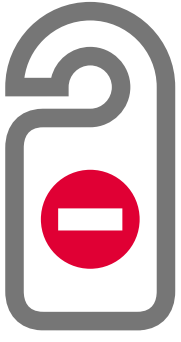




Useful features in Microsoft Teams to help you manage communication and maintain your work-life balance

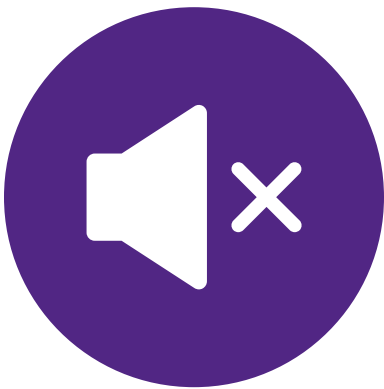


Do not disturb

Need to focus? Setting your status to Do Not Disturb means you will only get notifications for urgent messages and from your priority contacts. Useful when you need to focus on a piece of work and don't want interruptions.

Set a status message

Out of office? Away for lunch? Let people know. Status messages are a way to give people more information about things like your availability, location and who they can contact if you are not available.



Mute a chat

One chatty chat? If there's a lot of activity in a single chat group, the notifications and pop ups might get to much and feel distracting. You can mute a specific chat so you won't get notifications from it. But remember to unmute!

Adjust notifications

Too many pop ups? Notifications allow you to leave Teams running in the background without needing to keep checking it for messages or calls as you'll get alerts. But if you are getting too many, go to your notification settings to adjust when and how you receive notifications.



Set Quiet Hours

End of your working day? Quiet hours switches off your notifications for the times or days you chose. This is especially important if you are using a personal device to access Teams, to stop work notifications outside of work hours.

Sign Out

Or simply sign out. Teams keeps running in the background even if you have closed the window or app. This is helpful when you still want to be able to receive calls and notifications, but if not you can sign out of your account to stop all notifications when you are not working.



Spend a few minutes today adjusting your settings to help you stay focused or switch off.

For step-by-step guides, visit the [Digital Skills Portal](#).