

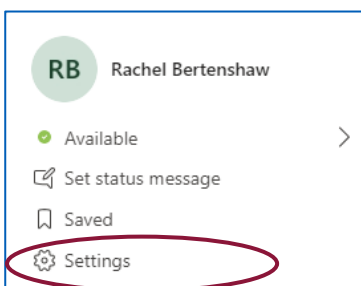
# Configure Microsoft Teams

Update the settings to change how the application starts up, what it looks like, which devices it uses and how notifications are sent.

## Quick Reference Guide

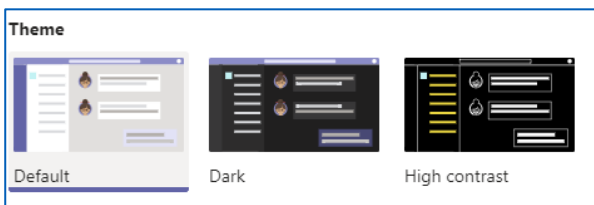
### Access Profile Settings

- At the top right corner of the screen → click the **Profile Icon** → **Settings**.



### General Theme

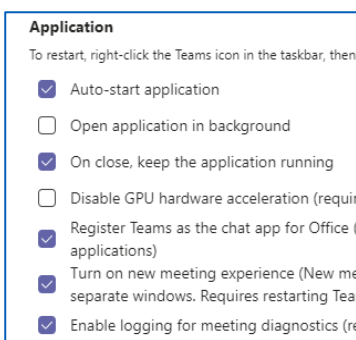
- Select a **Theme** to change the colour of the screen.



### Application

Configure Teams to automatically start at windows login. It can also be set so that notifications will still appear when the application has been closed.




- Check the **Auto-start application**, **On close, keep application running**, **Register Teams as the chat app for Office**, **Turn on new meeting experience** and **Enable logging for meeting diagnostics** boxes



Turn on new meeting experience will open all Teams meetings in a separate window so that Teams can still be accessed easily. It also enables additional functions to be visible during group teams meetings and presentations such as Together Mode and Focus.

## Notifications

Use the drop down arrows to change how **Notifications** are received.

Mentions	
Personal mentions	Banner and email 
Channel mentions	Banner and email 
Team mentions	Banner and email 

Banner and email
Banner
Only show in feed
Off




- **Banner** will show as a Desktop notification.
- **Email** will show as an email.
- **Only show in feed** will appear in the Activity feed.
- **Off** will switch off the notifications



**Notification sounds** and **Meetings** can also be configured in Notifications




## Devices

- Click the drop down arrows to change the **Audio devices** and **Camera** options.

Audio devices	
Sennheiser SCx5 USB MS	
Speaker	
Headset Earphone (Sennheiser SCx5 USB MS)	
Camera	
Integrated Webcam	

## Permissions

- Click the buttons to allow apps to access devices.

Permissions	
Get the most out of the apps you add as tabs by allowing them to access your device. Apply the same permissions to all of them, or customise them individually below.	
<input type="checkbox"/> Media (Camera, microphone, speakers)	
<input type="checkbox"/> Location	
<input type="checkbox"/> Notifications	



Access to **Media** will be needed for meetings and calls within Teams.

To book training or speak to a trainer, please get in touch via:  
e [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)