

Filter your activity feed

Try it!

Select **Activity**  in the upper left corner of Teams to see your Activity feed. This is a summary of everything that's happened in the teams and channels you follow.

Filter your activity

1. Under **Activity** , select **Filter** .
2. Type to filter by a keyword or select **More options**  and choose how to filter your feed. You can filter by:
 - **Unread messages**
 - **Mentions**
 - **Replies**
 - **Reactions**
 - **Missed calls**
 - **Voicemail**
 - **Apps**
 - **Suggested**
3. Select the **X** next to a filter to clear it.
4. When you're done, select **Close filter** to close it completely.

Manage notification settings

In Microsoft Teams, you can decide what notifications to receive, where to receive them, and how often to get them.

Choose your notification settings

1. Select **Settings and more**  in the top right corner of Teams, then select **Settings**.
2. Select **Notifications and activity** .
3. To modify your notification sounds, go to **Sound** .
4. To change how and when your notifications are shown, go to **Display** .
5. Under **Chats and channels**, choose how you receive chat notifications, @mentions, replies to channel posts, and likes and reactions.

6. Scroll down to **Meetings**  to adjust settings for meeting start, meeting chat, and meet now notifications.
7. Under **People** , you can set up notifications that will alert you when someone appears available or offline.
8. In the **Calendar**  section, choose how you'll see new invites, updates, cancellations, and forwarded meetings.
9. Finally, turn notifications on or off for the **Apps** you've installed.