## In Teams: turning off the purple chat boxes and message dings! Thanks to RI SLA Paul Adam for the notes!

Top righ	nt-hand corner - click on your Initials		Search teams			×
Then cli	ck on "Settings"	_	Jean			I
	Microsoft Teams free					
	Paul Adam RI SLA   Available - Set status message					
	≓ Accounts & orgs					
	다 Saved ഓ Settings					
	Zoom — (100%) + 🖾					
-	Manage org Kevboard shortcuts	Se	ettings		٦	
	hen click "Notifications" $\rightarrow$		General			
Then cli			Privacy			
		Q	Notifications	_	ē.	
		ଢ	Devices			
		8	App permissions			
		CC	Captions and trans	cripts		

Then you will be able to turn off "play sound" and "show message preview"



Edits? Please contact Katie.Riley@cancer.org