

Setup Quiet Hours in Teams App

To setup the quiet hours/days on using the following steps:

Step 1. Open the Teams app and click on the navigation menu on the top left.

Step 2. Click on Notifications.

Step 3. On the block notifications section click on the bell icon identified as **During Quiet Time** in the middle of the screen.

Step 4. After you click quiet hours, you will have the option to turn it on and a separate option to turn on quiet days

Step 5. Once you turn on quiet hours, you can set the times you do not want to receive notifications. Quiet days also allows you to choose specific days to keep notifications off.

