

Customize Teams Phone notifications and ringers ^[1]

June 30, 2025 by [ES and UIS Communications](#) ^[2]

Join us at the next CU System Collab Cafe on using Microsoft's AI product, Copilot, to streamline your work and free you for more creative tasks.

Visit the [Collab Cafe SharePoint page](#) ^[3] to add the noon July 16 session to your calendar.

All CU System staff have now migrated to Teams Phone!

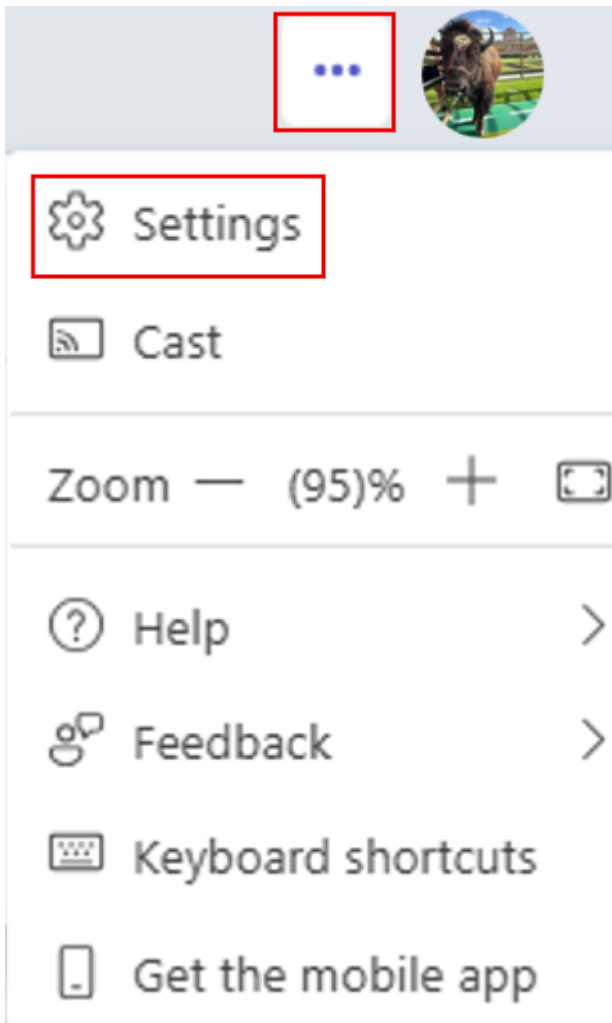
By default, you may have enabled incoming calls to ring on your mobile phone or university-issued device. Customize these notifications to prevent disruptions during meetings or when you aren't working.

It is recommended that everyone disable the Play sounds when I'm busy or in a meeting setting to prevent Teams Phone from disrupting your meetings. Review the [Silence Teams Phone new calls during an active call or meeting](#) ^[4] tip for specific instructions. If you are waiting for an urgent call, you can always enable the interruption feature again.

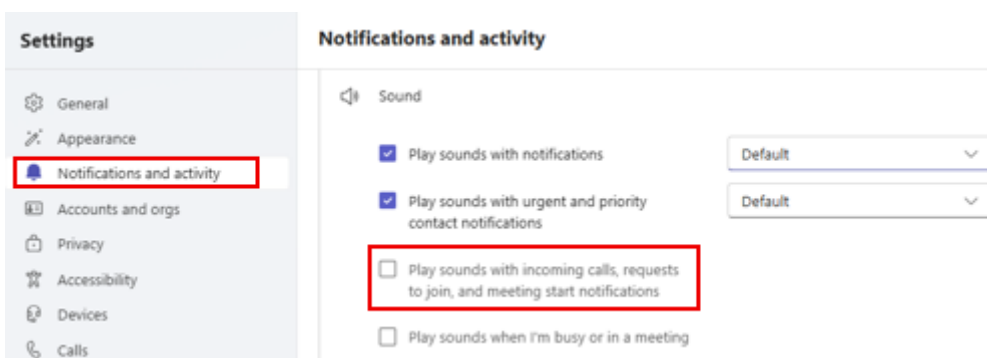
If you never used your Cisco Jabber phone in the past, you may want to turn off all notifications in Teams Phone to avoid potential interruptions. Just be sure to check for voice messages in Teams Phone or your Outlook inbox.

Accessing Zoom for the first time

1. In the Teams desktop app, select the **three dots icon** in the upper right corner and click **Settings**.








2. Under the **Notifications & activity** section, uncheck the **Play sounds with incoming calls, requests to join, and meeting start notifications** option.





Disable Teams Phone mobile app notifications

1. In the Teams mobile app, click your profile picture in the upper left corner, then select **Settings**.








-  Available
-  Working remotely
-  Set status message
-  Notifications
On
-  **Settings**

2. Select **Notifications**.

General

-  Appearance Light >
-  Data and storage
-  Copilot

University of Colorado - System

-  Profile
-  **Notifications**
-  Chats and channels
-  People
-  Calling
-  Captions and transcripts
-  Shifts

3. Click **Custom**.



Notifications

Notify me on mobile for

All activity

Chats, calls, @mentions, channels, and more

Chats and calls

Chats, calls, and @mentions

Only calls

Everything else is muted

Custom

Chats, channel replies, and 9 more



4. Click the slider next to **Calls** to disable the ringer and notifications.

Notify me for

Messaging	<input checked="" type="checkbox"/>
Channel replies To my posts and my replies	<input checked="" type="checkbox"/>
Calls	<input type="checkbox"/>
Channel and team @mentions	<input checked="" type="checkbox"/>
Tag @mentions	<input checked="" type="checkbox"/>
Everyone in chat @mentions	<input checked="" type="checkbox"/>
Personal @mentions	<input checked="" type="checkbox"/>
Likes and reactions	<input checked="" type="checkbox"/>
Shifts	<input checked="" type="checkbox"/>
Others	<input checked="" type="checkbox"/>
Apps on Teams	<input checked="" type="checkbox"/>

For more information on Teams Phone, review the [Day One Guide](#) [5].

[Teams](#) [6], [Phones](#) [7], [Teams Phone](#) [8]

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