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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 universityissued 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 <u>Silence Teams</u> <u>Phone new calls during an active call or meeting</u> [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.

Settings	Notifications and activity	
ର୍ଷ୍ଟେ General	<\$♥ Sound	
Appearance Notifications and activity	Play sounds with notifications	Default 🗸
Accounts and orgs	 Play sounds with urgent and priority contact notifications 	Default 🗸
Privacy		
🛱 Accessibility	 Play sounds with incoming calls, requests to join, and meeting start notifications 	
€ ² Devices		
& Calls	Play sounds when I'm busy or in a meeting	

Disable Teams Phone mobile app notifications

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



2. Select Notifications.

General



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S Profile



- Chats and channels
- People
- & Calling
- CC Captions and transcripts
- Shifts
 - 3. Click Custom.

K 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			
Channel replies To my posts and my replies			
Calls			
Channel and team @mentions			
Tag @mentions			
Everyone in chat @mentions			
Personal @mentions			
Likes and reactions			
Shifts			
Others			
Apps on Teams			

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

<u>Teams</u> [6], <u>Phones</u> [7], <u>Teams Phone</u> [8] **Display Title:** Customize Teams Phone notifications and ringers **Send email when Published:** No

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Cafe.aspx?xsdata=MDV8MDJ8Q29vcGVyLkJhbGR3aW5AY3UuZWR1fDZmMGFIOGRjN2YxZjRiMDVmNWQ4MDh Cafe.aspx [4] https://www.cu.edu/blog/tech-tips/silence-teams-phone-new-calls-during-active-call-or-

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