Enable Teams notifications for when someone's status changes [1]
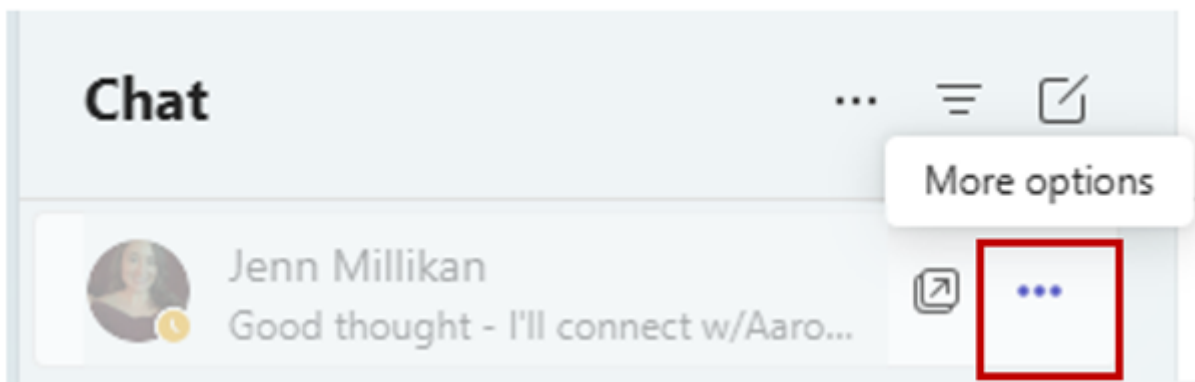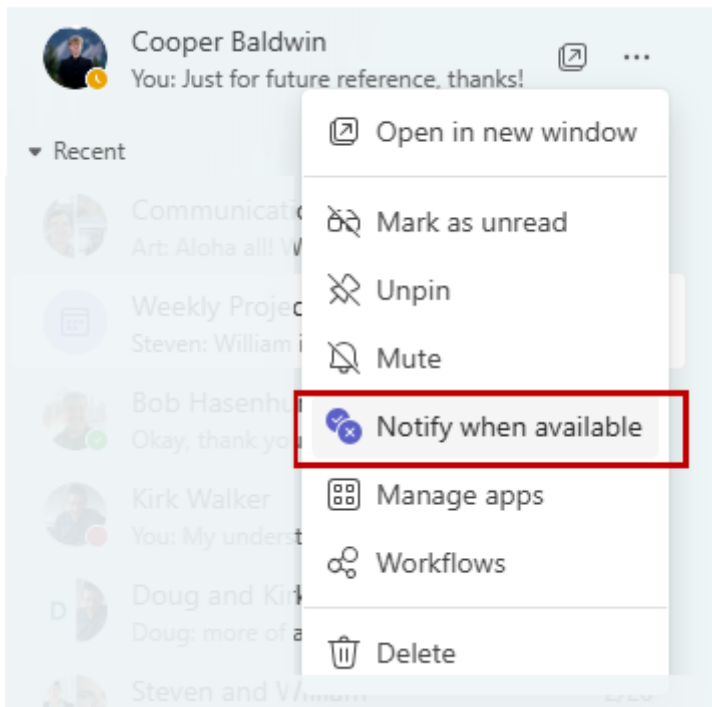
March 10, 2025 by ES and UIS Communications [2]

Teams is often the quickest way to reach a coworker. However, when a coworker's status is on Do Not Disturb or Away, it might not be best to send a Teams message. Setting up notifications for when their status switches to Available is a great way to know when to send a Teams message

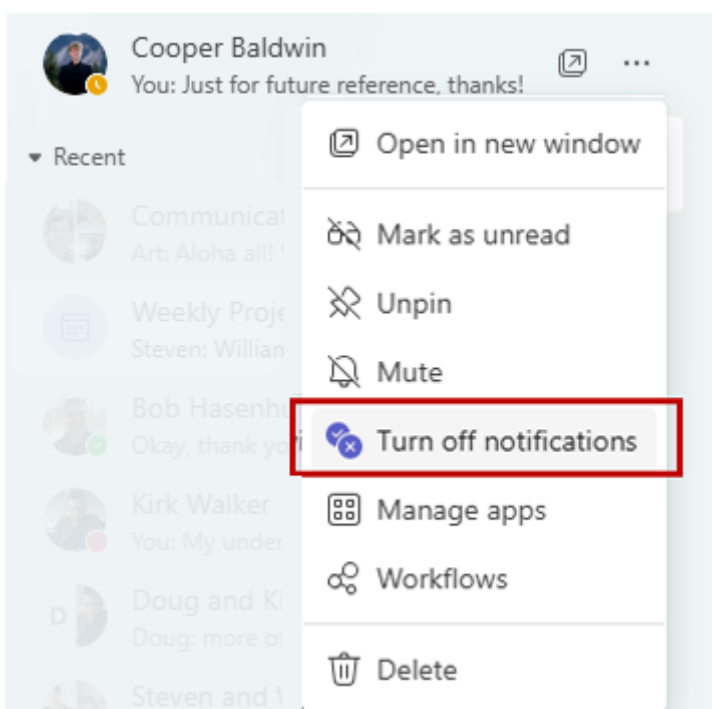## Requesting a Teams notification when a peer is available

1. Navigate to the **Chat** sidebar in Teams.

2. In your chat list, choose the person you want to add to your status notifications list and click **More Options** (the three horizontal dots).
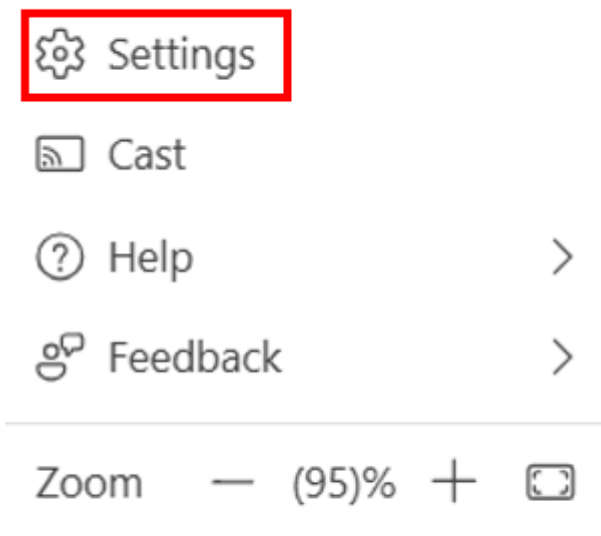

3. Select **Notify when available**.

4. After you receive the notification and are able to message your coworker, you can follow the same steps above and then choose **Turn off notifications**.

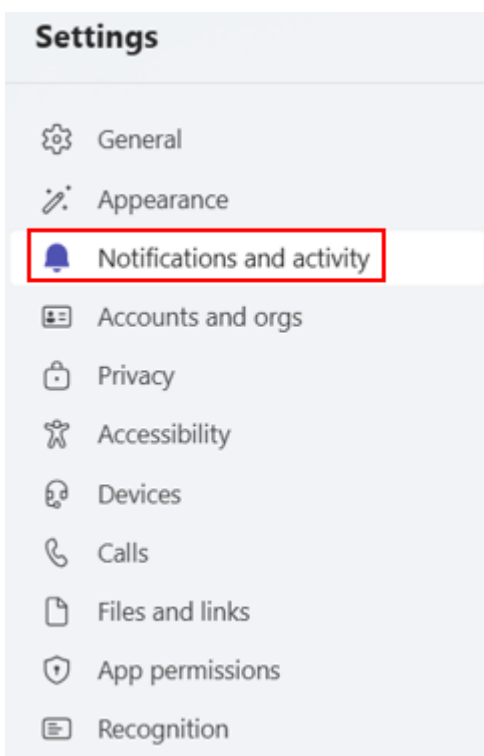## Another option: Turn on availability notifications under Settings

1. In Teams, select the **three dots icon** in the top right corner, then select **Settings**.

2. Select the **Notifications and activity** tab.

3. Scroll down to the **Presence** section and select **Manage notifications**.

Presence

Presence
Keep track of someone's status and get notified when
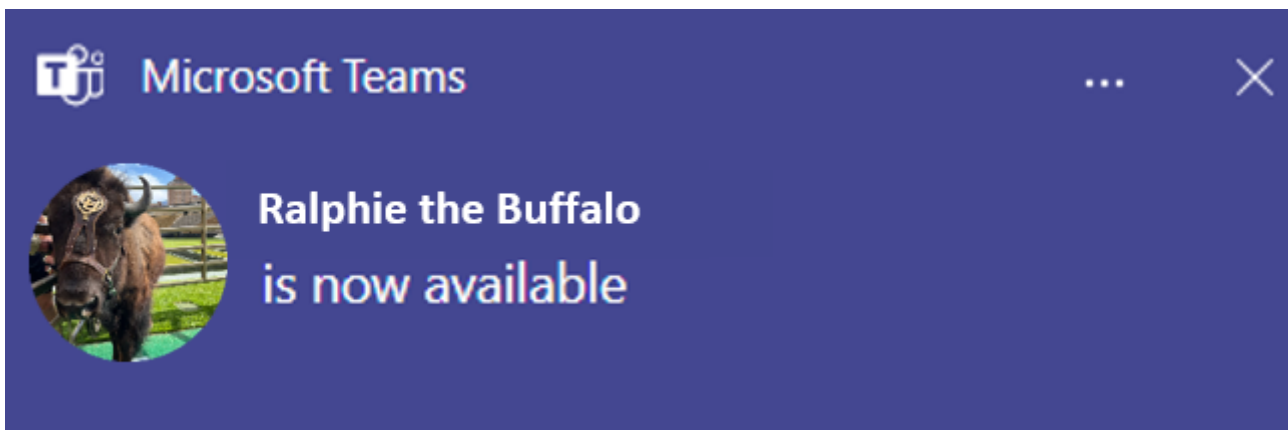they appear available or offline.

Manage
notifications

4. Enter the name of the user for whom you want notifications.

Manage status notifications
Keep track of someone's status and get
notified when they appear available or offline.

Add people

ER   ES Do Not Reply   ✕

5. Availability notifications for that user are now turned on. To turn notifications off, remove the user in the same **Manage status notifications** section.

Microsoft Teams   ···   ✕

Ralphie the Buffalo
is now available

TIP: During meetings when your screen is shared, it is a good idea to mute your Teams notifications. To do this, select the **Notifications and activity** section in the **Settings** menu, then select **Mute all notifications (except for calls and meetings).**

General

Mute all notifications (except for calls and meetings)   On ⬤

☑ Always allow urgent and priority contact notifications

You can allow notifications from specific people even while your status is set to **Do not disturb**. Go to **Settings > Privacy > Manage priority access.** Then, you can search and select any name within CU System.

Microsoft [3], Teams [4]
Display Title:
Enable Teams notifications for when someone's status changes
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No

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