Published on *University of Colorado* (https://www.cu.edu)

Set Microsoft Teams quiet time for better work life balance [1]

April 17, 2026 by ES and UIS Communications [2]

If you use Microsoft Teams on your phone, notifications can follow you well beyond the workday. **Quiet time** is a mobile?only Teams feature that lets you silence notifications on a schedule, helping you stay focused — or fully disconnect — when you need to.

What is Quiet time?

Quiet time silences Teams notifications on your mobile device during certain hours or full days. Messages and calls still come through, but you won't receive notifications unless you open the app.

In addition, Quiet time:

- Only works on the Teams mobile app (iOS and Android).
- Does not change your Teams status or notify others.
- Is not available on the Teams desktop app.

TIP: For more information on managing Teams desktop app notifications, visit our manage Teams Phone notifications tip.

Enabling Quiet time in the Teams mobile app

You can enable Quiet time directly from the Teams app on your phone.

1. Open the **Teams app** on your mobile device.
2. Tap your **profile picture** in the top -left corner.
3. Select **Notifications**.

Notificatio

Notify me on mobile for

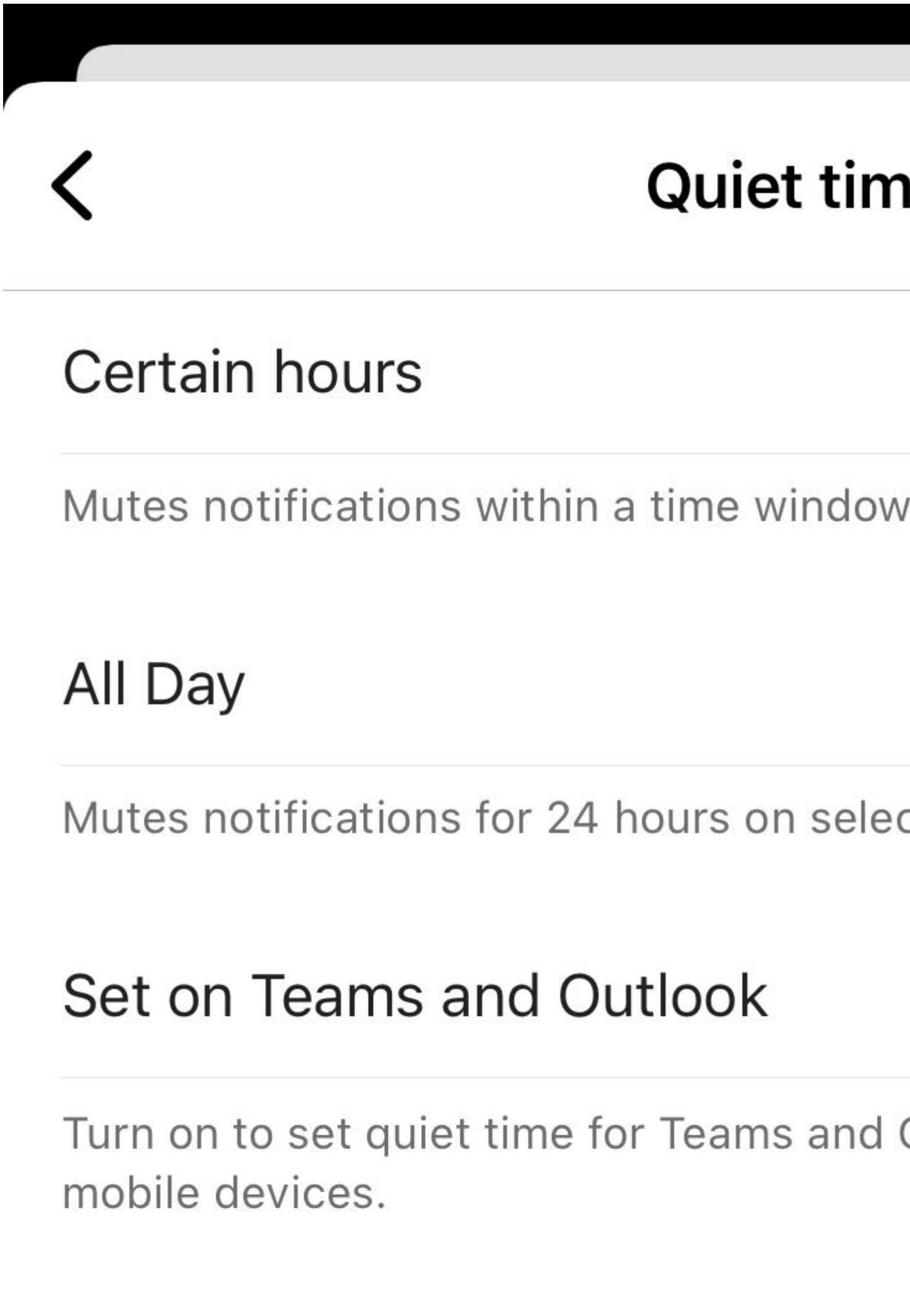
All activity
Chats, calls, @mentions, channels,

Chats and calls
Chats, calls, and @mentions

Only calls
Everything else is muted

Custom

4. Under **Block notifications**, select **During quiet hours**.

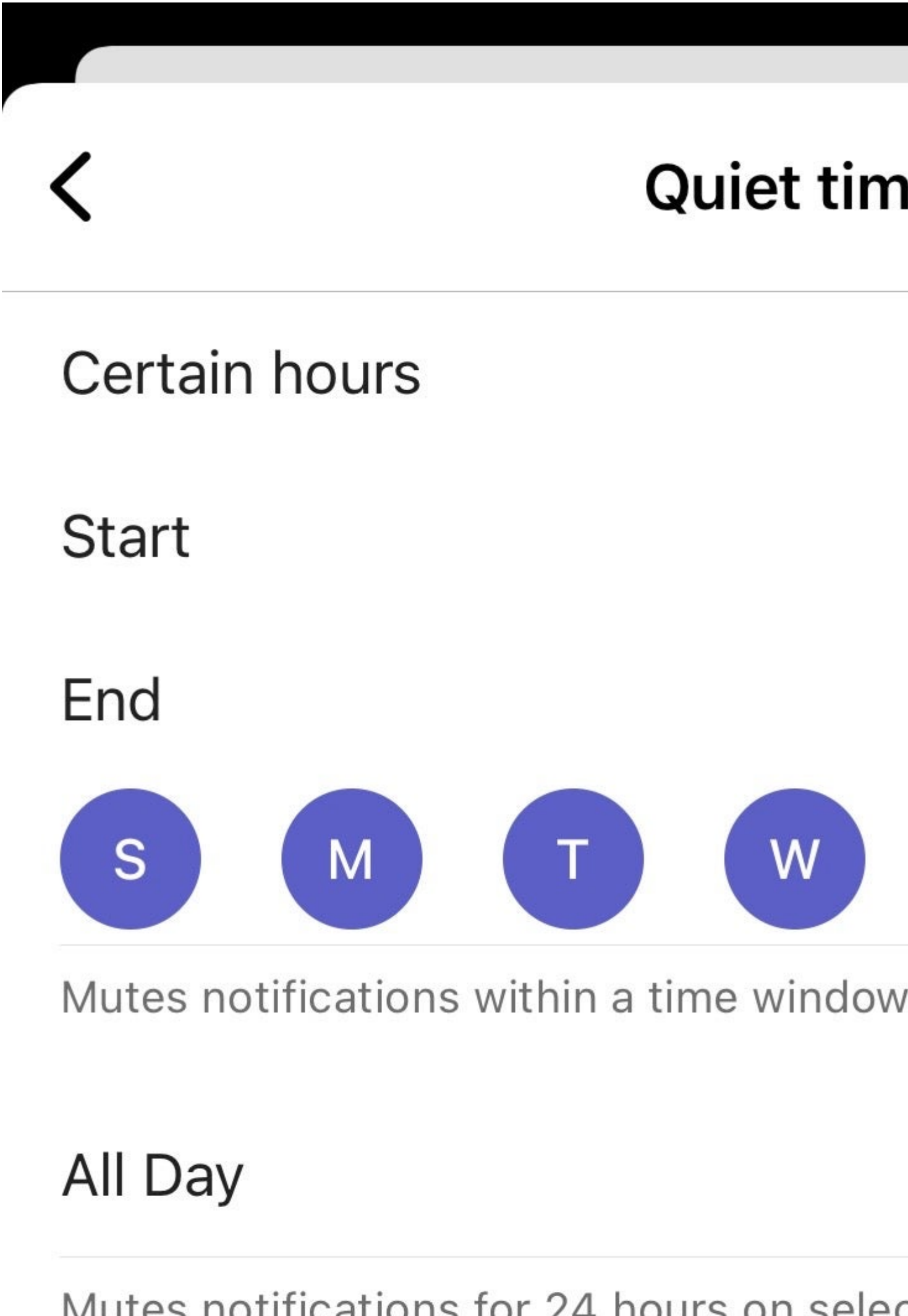

Quiet tim
Certain hours
Mutes notifications within a time window
All Day
Mutes notifications for 24 hours on selec
Set on Teams and Outlook
Turn on to set quiet time for Teams and
mobile devices.

Configuring Quiet time

From the Quiet time menu, you can customize when notifications are muted.

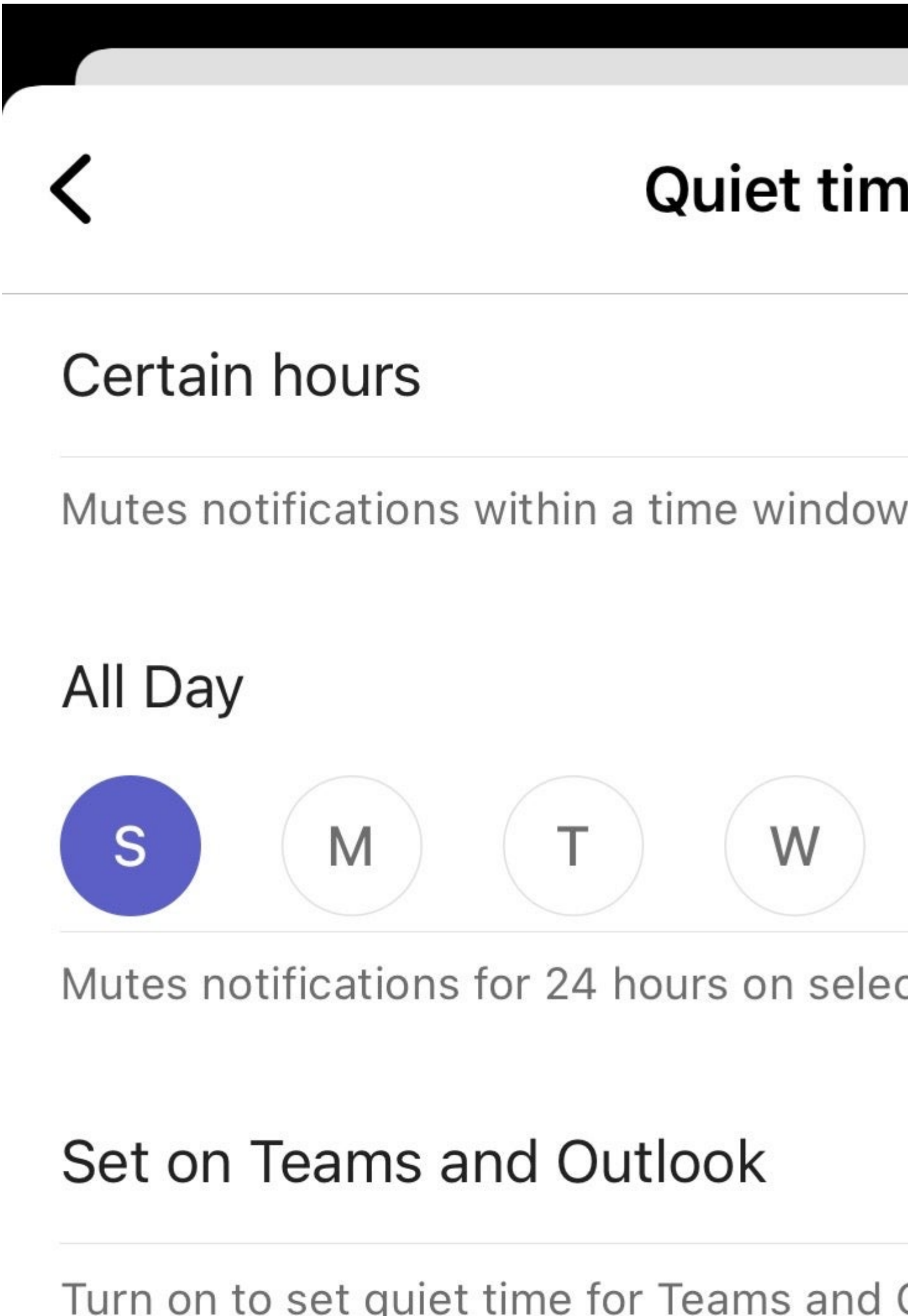
Setting quiet hours

- Turn on **Certain hours**.
- Choose the time range when you don’t want notifications. *(For example, evenings from 5 p.m. to 7 a.m.)*


Quiet tim
Certain hours
Start
End
S
M
T
W
Mutes notifications within a time window
All Day

Set quiet days

- Turn on **All day**.
- Select specific days to silence notifications. *(For example, weekends or scheduled days off)*


Quiet tim
Certain hours
Mutes notifications within a time window
All Day
S
M
T
W
Mutes notifications for 24 hours on selec
Set on Teams and Outlook
Turn on to set quiet time for Teams and

These schedules repeat automatically until you change them.

Sync Quiet time across devices (optional)

You can toggle **Set on Teams and Outlook** to sync your Quiet time schedule across:

- Teams mobile apps
- Outlook mobile apps
- Devices using the same Microsoft account

NOTE: Once enabled, **syncing cannot be turned off**, so only use this if you want one shared schedule across all mobile devices.

computer help [3], Teams [4]
Send email when Published:
No

Source URL:https://www.cu.edu/blog/tech-tips/set-microsoft-teams-quiet-time-better-work-life-balance

Links
[1] https://www.cu.edu/blog/tech-tips/set-microsoft-teams-quiet-time-better-work-life-balance
[2] https://www.cu.edu/blog/tech-tips/author/249473 [3] https://www.cu.edu/blog/tech-tips/tag/computer-help [4] https://www.cu.edu/blog/tech-tips/tag/teams