

Set Teams quiet hours for better work/life balance ^[1]

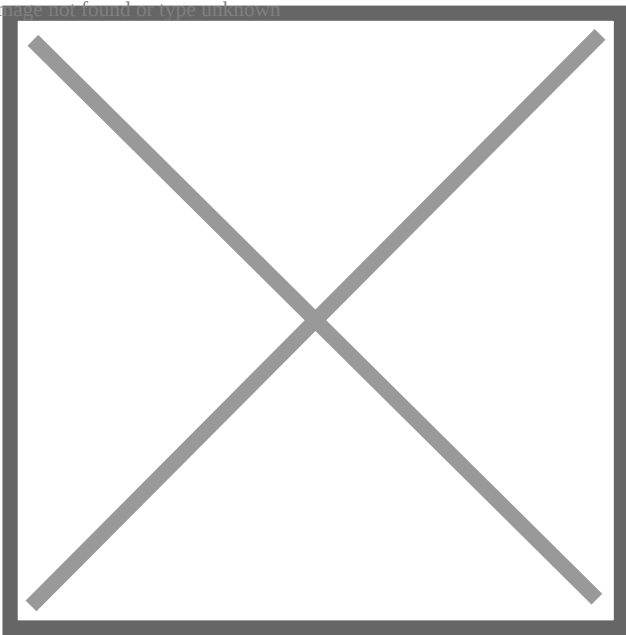
July 13, 2026 by [ES and UIS Communications](#) ^[2]

Teams' quiet hours feature (available only on the mobile app) allows you to set the hours and days you don't want to be notified, and Teams will hold off on pinging your phone until you're back on the clock. For example, if you work from 7 a.m. to 5 p.m., you could turn on quiet hours from 5 p.m. to 7 a.m. so evening messages wait until morning.

Turn on quiet hours and quiet days

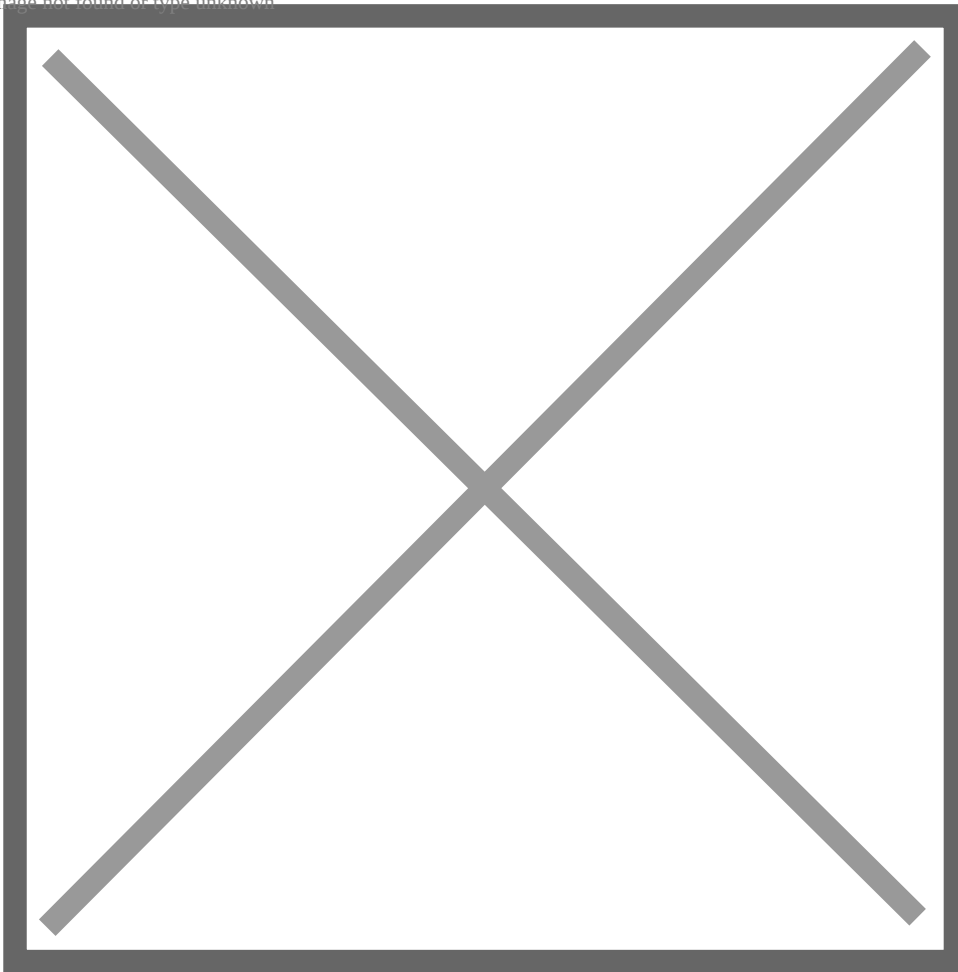
1. Open the Teams app on your phone and tap the **navigation menu** in the top left corner.
2. Tap **Notifications**.

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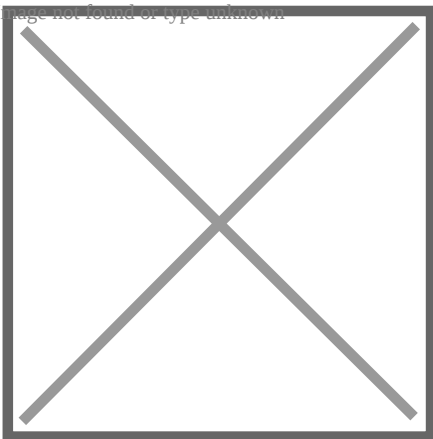
3. Under **Block notifications**, find **During quiet hours**.

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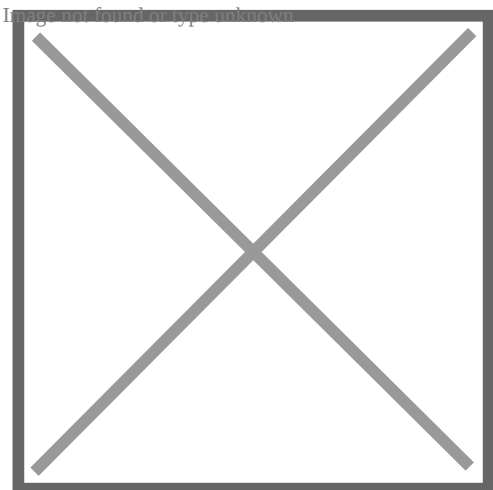


4. You'll see two options: **Certain hours** and **All day**. Tap into either one to turn it on.

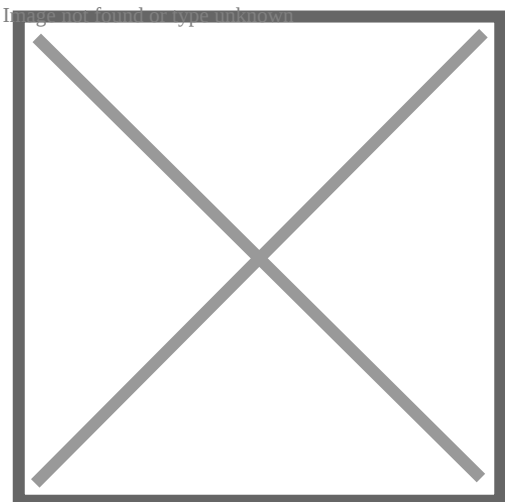
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a. For **certain hours**, set the start and end times you don't want to be notified — for example, 6 p.m. to 7 a.m.



- b. For **All day**, choose specific days of the week — like Saturday and Sunday — when you'd rather not be notified at all.



Once set, Teams will automatically hold notifications during the hours and days you've chosen — messages will still be waiting for you in the app, but your phone will stay quiet. You can adjust or turn off these settings anytime from the same **Notifications** screen.

Microsoft [3], Teams [4], hybrid work [5]

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