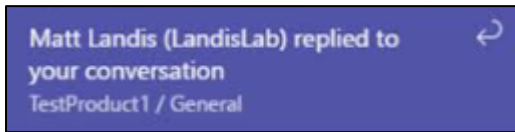
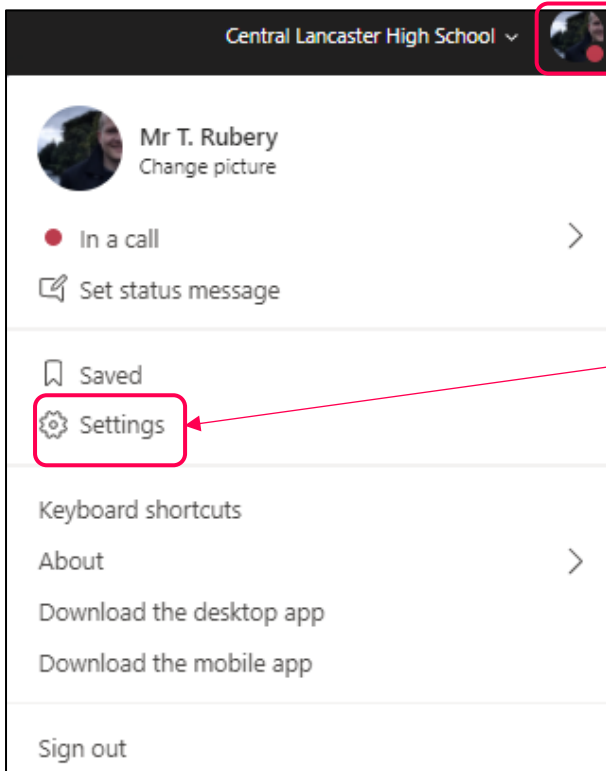


## Teams Chat Settings

If you are annoyed with the “X has replied to your conversation” pop up in Team meetings? This is particularly annoying in large groups with active chat as you get a pop-up for every reply, and in true Microsoft fashion, it covers the reply box and the message it is alerting you to...



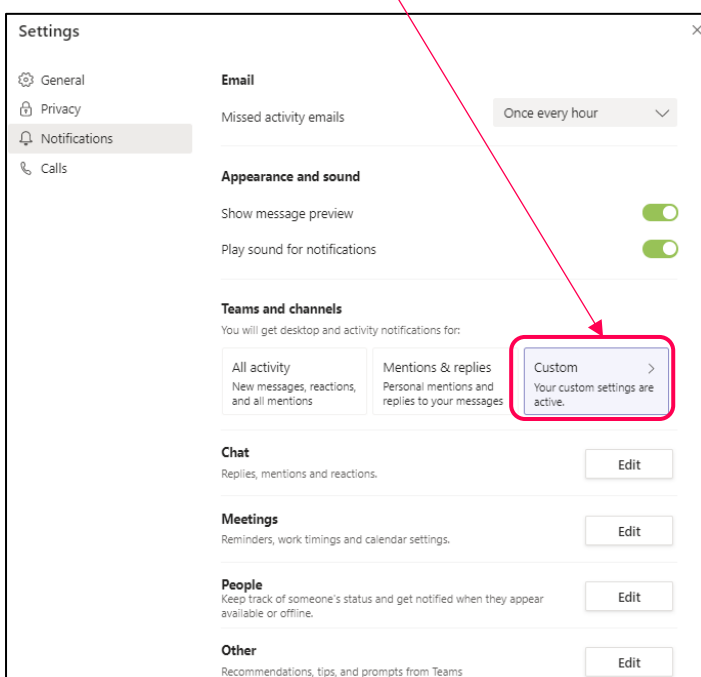
If so, you can disable them! Do the following to turn them off:

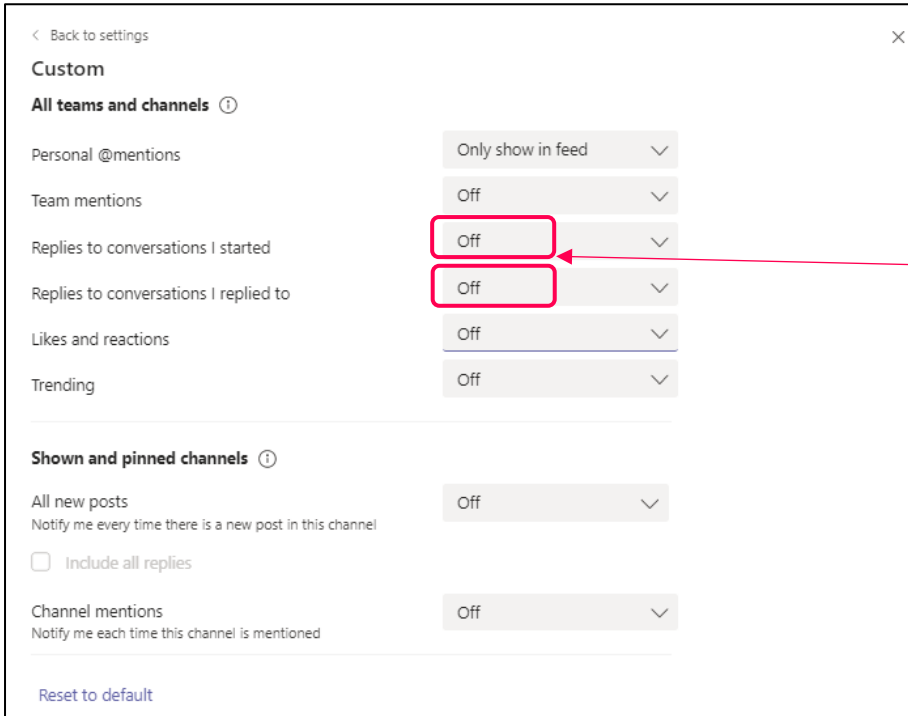


1. When in a meeting, click on your user picture/icon.

2. Click on Settings.

In the Settings page click on “Custom” (this is a button, even though it doesn’t look like it!)





The screenshot shows the 'Custom' settings page for Microsoft Teams chat. It is divided into two sections: 'All teams and channels' and 'Shown and pinned channels'. In the 'All teams and channels' section, the settings for 'Replies to conversations I started' and 'Replies to conversations I replied to' are both set to 'Off'. These two settings are highlighted with red boxes, and a red arrow points from the text box on the right to the 'Off' option of the 'Replies to conversations I started' setting. Other settings include 'Personal @mentions' (Only show in feed), 'Team mentions' (Off), 'Likes and reactions' (Off), and 'Trending' (Off). The 'Shown and pinned channels' section has 'All new posts' (Off), 'Include all replies' (unchecked), and 'Channel mentions' (Off). A 'Reset to default' link is at the bottom.

Setting	Value
Personal @mentions	Only show in feed
Team mentions	Off
Replies to conversations I started	Off
Replies to conversations I replied to	Off
Likes and reactions	Off
Trending	Off
<b>Shown and pinned channels</b>	
All new posts	Off
Include all replies	<input type="checkbox"/>
Channel mentions	Off

Set “Replies to conversations I started” and “Replies to conversations I replied to” to Off. These two settings will stop the purple pop-up box from appearing in Teams meetings.

You can also toggle the other settings as you see fit. (I have them all off!)

Hopefully, this should make the chat a little bit more manageable for the big groups!

Thanks, any questions about anything – please ask!

Tom.

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