Microsoft Teams Overview
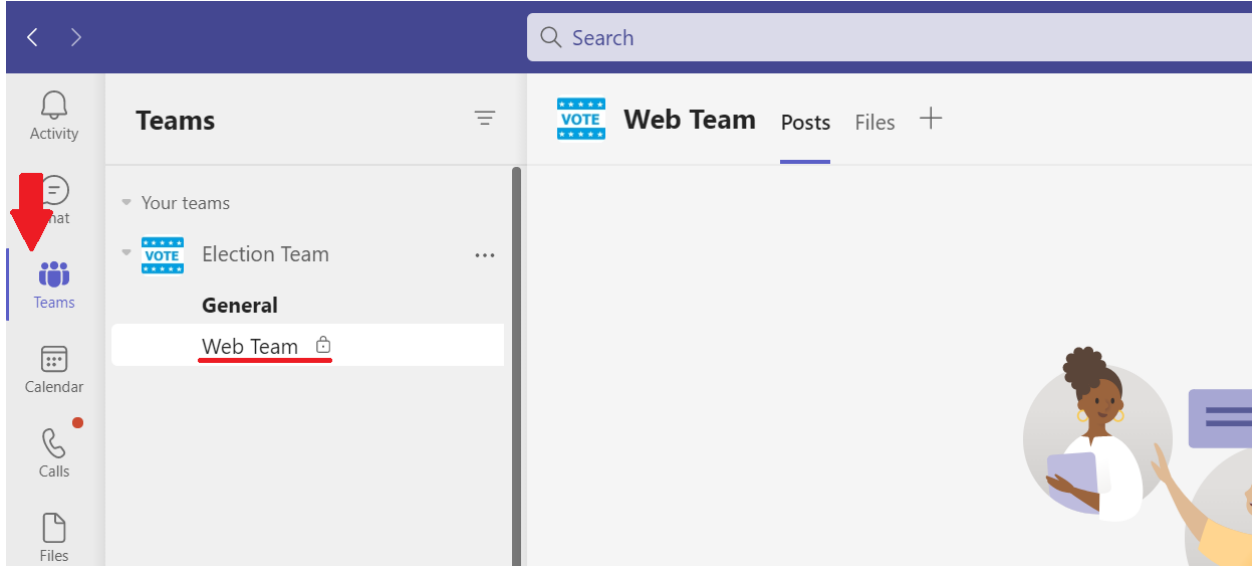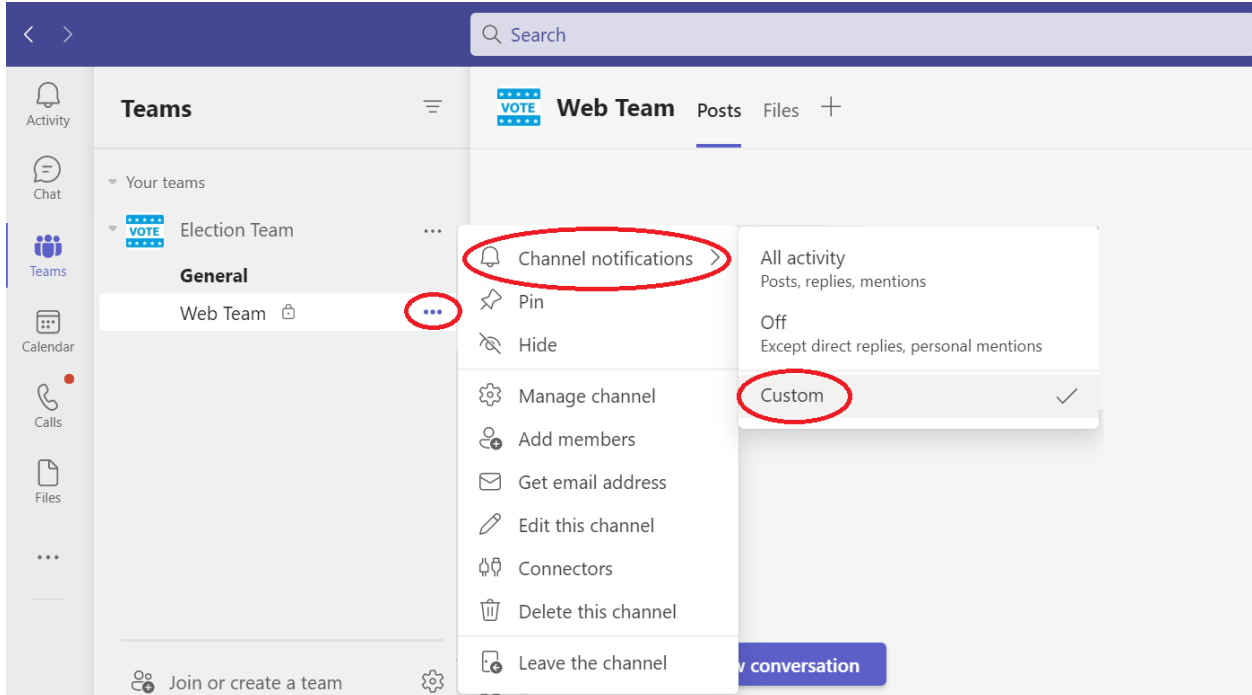
When you log into the desktop app, you should see that you are a member of the Election Team. Within that Team, make sure you can see the channel that corresponds to the role you are assigned: **Web Team**

You do not need to worry about whether there are any other channels within your view, just make sure you can see Web Team. If you do not see the Election Team or the Web Team channel, please email Laura.

Make sure notifications are turned **on** for your channel. To do this, mouse over the channel so the three dots show. Click them, then go to channel notifications > Custom.

Set all the options to Only show in feed, and check the box to include all replies (matching the below image):

Channel notification settings

Election Team > Web Team

All new posts
Notify me every time there is a new post in this channel

Only show in feed ⌄

☑ Include all replies

Channel mentions
Notify me each time this channel is mentioned

Only show in feed ⌄

Reset to default   Cancel   **Save**