Cisco Webex Teams

Tips for Managing Notifications in Cisco Webex Teams

How you set your notifications will determine how and when you get alerted about new messages in Webex Teams. By managing how you get notified about what's going on in Webex Teams, you can avoid getting overwhelmed by too much information.

Focus on Important Spaces
You probably want to know about the messages that are sent directly to you or to the spaces that are most important to you. So, we recommend that you set these options to help you focus on them:

Global notifications setting—Change this setting to @Mentions only so you'll see fewer visual notifications and blue dots, helping you focus on the important spaces. See Set Notifications for All Spaces if you need help setting this.
Notification setting for each important space—Change this setting to All Messages just on the critical spaces where you can't afford to miss any messages. See Set Notifications for Certain Spaces if you need help setting this.

Notification Settings—Other Examples
We've also put together a few examples to help you understand how setting the global and space notifications work together to prioritize your notifications, but you can combine these settings however you'd like.

Notifications Received	Global Setting	Space Setting	When to Use
All messages in all spaces (default)	All Messages	Global	This is the default setting, and it's a good place to start if you don't have many spaces yet. As you get more active, you might want to change these settings.
All @mentions, @all, and direct messages only	@Mentions only	Global	If you only care about messages sent directly to you, choose this one.
None	Off	Global	This combination stops all notifications. Instead, you can just go through the bolded unread messages in the spaces list to see what's new.
All except certain spaces	All Messages	Off	You might join spaces that are more informational than actionable. If you don't need to read those messages regularly,

			choose this option to stop being alerted to them.
Only for certain spaces	Off	All Messages	If you have a few high-priority spaces, you can disable notifications for everything else so you can focus just on them. Also, you'll still get notifications from spaces between just you one other person (shown in your People filter) unless you mute them.

Spaces List, Filters, and Badge Counters

The Webex Teams app icon on your device also shows the number of unread spaces that match the notifications criteria you've set.
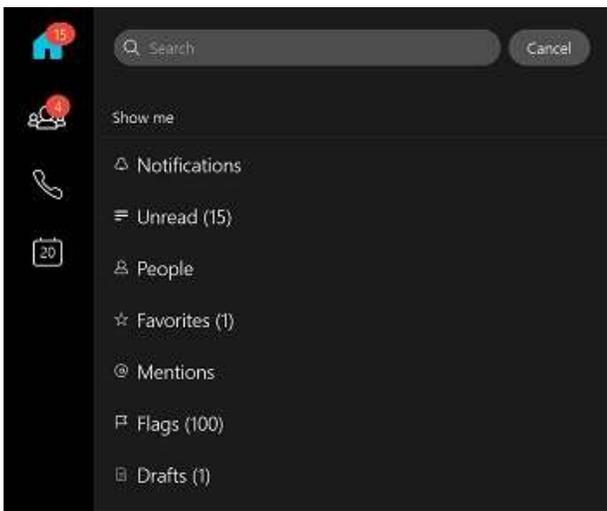
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At a glance, the icons and text give you details about the messages you're seeing.

	The bold text only shows that you have notifications turned off, and there is an unread message in this space.

Marketing Updates... Product Managment	The @ symbol shows that you have notifications for @mentions turned on, and there is an unread @mention or @all message in this space.
James Weston	The blue dot shows that you have notifications turned on, and there is an unread message that matches your notification settings in this space.
General Graphics Initiative	The bell icon shows that you've set custom notifications set for this space.
Marketing Strategies Marketing	The muted bell icon shows that you've disabled notifications for this space.
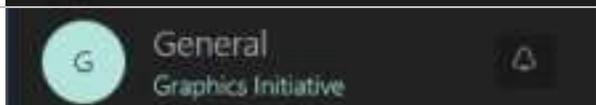
You can also switch to the Notifications filter to see just the spaces with new activity that match your notifications criteria.